

**Lafayette Community College
Board of Trustees Meeting Agenda
Thursday, March 13, 2025
Board Meeting 5:30 p.m.
Cardinal Event Center**

"Lafayette Community College provides quality learning opportunities in a supportive environment for success in a changing world."

- I. Adoption of Agenda..... Exhibit 1
- II. Approval of February 13, 2025, Regular Meeting Minutes Exhibit 2
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. SGA Report
 - C. Administrative Reports
 - i. Comparison of Expenditure to Budget
 - ii. Audit – Emily Franks with Jarred, Gilmore & Phillips
 - iii. Facilities Report
 - D. President's Report
- IV. New Business (Action, Report, or Discussion)
 - A. 2025-2026 Tuition Review Exhibit 3
 - B. Employee Retirement Exhibit
 - C. Department Review (*Print & Graphic Services*) Exhibit 4
 - D. Academic Program Reviews (*Communication/Graphic Design*) .. Exhibit 5/6
 - E. Approval of Bills Exhibit 7

V. Public Comment
The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board's approach to public comment with the following statement:

"At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action." The Board also retains the right to set time limits on public comment.

In the event that a large number of citizens are present and wish to speak in favor or opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and opposition to the issue at hand as well

EXHIBIT 1

as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

- VI. Executive Session for matters relating to employer-employee negotiations whether or not in consultation with the representative of the body or agency.
- VII. Next Regular Board Meeting: Thursday, April 10, 2025, 5:30 p.m., Cardinal Event Center
- VIII. Adjournment

**LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
February 13, 2025**

The Board of Trustees met at 5:30 p.m. on Thursday, February 13, 2025, at the Cardinal Event Center.

Members Present

Greg Chalker
Becky Dantic
Carl Hoskins
Rod Landrum
Montie Taylor

Members Absent

David Winchell

Others Present

Dr. Mark Watkins Dr. Jason Sharp Leanna Doherty Kelly Kirkpatrick
Ross Harper Theresa Hundley Haley Walker Brian Vediz
Molly Coomes

Heidi Flora recorded the minutes.

Election of Officers for the Board of Trustees

Chair Dantic opened the floor for Board Chair nominations to serve for one year or until a successor is elected. Trustee Landrum nominated Chair Dantic. Trustee Taylor seconded the nomination. Nominations ended and the motion to elect Chair Dantic carried 5-0.

For Vice-Chair, Trustee Taylor nominated Trustee Landrum for one year or until a successor is elected. Trustee Chalker seconded the nomination. Nominations ended and the motion to elect Trustee Landrum carried 5-0.

Presidential Appointments

Trustee Taylor moved to approve the following Presidential appointments:

- Heidi Flora as Clerk of the Board
- Leanna Doherty as Treasurer
- Kyle Fleming and KASB as the legal services provider for a year
- Carl Hoskins, KACCT (Kansas Association of Community Colleges) Representative
- Parsons Sun as the paper of record

Trustee Chalker seconded the motion and the motion carried 5-0.

Trustee Landrum moved to approve the following Presidential appointments:

- The Emergency Executive Succession Plan
- The Sexual Harassment Plan
- Karen Barger, ADA Coordinator
- Leanna Doherty, VP of Finance and Operations, and Haley Walker, Human Resource Director, Affirmative Action Officers
- Leanna Doherty, Public Information Officer
- Kevin Doherty, Emergency Services Contact
- Kelly Kirkpatrick, VP of Student Affairs, and Haley Walker, HR Director, Title IX Coordinators
- Dr. Mark Watkins, President, and Hannah Kennedy, Public Relations Director, Kansas Association of School Boards (KASB) Governmental Relations Network Contact.

Trustee Hoskins seconded and the motion carried 5-0.

Adoption of Agenda (ACTION ITEM)

Chair Dantic asked for changes or additions to the meeting agenda. There were none. Trustee Landrum moved to approve the meeting agenda as presented. Trustee Chalker seconded the motion and the motion carried 5-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Dantic asked for corrections or additions to the January 9, 2025, regular meeting minutes. There were none. Trustee Landrum moved to approve the minutes as presented. Trustee Hoskins seconded the motion and the motion carried 5-0.

Approval of Special Meeting Minutes (ACTION ITEM)

Chair Dantic asked for corrections or additions to the January 14, 2025, special meeting minutes. There were none. Trustee Landrum moved to approve the minutes as presented. Trustee Chalker seconded the motion and the motion carried 5-0.

Reports and/or Board Discussion

Faculty Senate Report: None

Student Government Report: President Watkins provided a report on behalf of Harrison Hall, Student Life Specialist, about the upcoming Homecoming activities.

Administrative Report:

Comparison of Expenditures to Budget: The January financial report was placed on the tables. At the end of January, we were 58% through the year. The general fund was 72% expended and the technical education/vocational fund was 73% expended. Vice-President Doherty invited questions from the Trustees.

Facilities Report: VP Doherty gave an update on the new classroom construction at the Workforce Center.

President's Report: Dr. Watkins reported on a February 6, 2025, meeting with Carrier where they discussed issues with the athletic complex HVAC system.

Dr. Watkins also reported on recent Federal Executive Orders regarding DEI and gender identity.

Executive Session

Trustee Landrum moved to recess into executive session at 5:48 p.m. for 20 minutes for a discussion relative to personnel matters for non-elected personnel. To protect the privacy interests of an identifiable individual. Trustee Chalker seconded the motion and the motion carried 5-0.

The following were invited to participate in the executive session: Dr. Mark Watkins.

The Board returned to open meeting at 6:08 p.m.

Executive Session

Trustee Landrum moved to recess into executive session at 6:09 p.m. for 5 minutes for a discussion relative to personnel matters for non-elected personnel. To protect the privacy interests of an identifiable individual. Trustee Chalker seconded the motion and the motion carried 5-0.

The following were invited to participate in the executive session: Dr. Mark Watkins, Dr. Jason Sharp, Leanna Doherty, Kelly Kirkpatrick, and Haley Walker.

At 6:14 p.m. Trustee Landrum moved to extend the executive session for 10 additional minutes. Trustee Hoskins seconded the motion and the motion carried 5-0.

The Board returned to open meeting at 6:24 p.m.

Trustee Landrum moved to approve creating the position of Academic Accessibility Manager. Trustee Taylor seconded the motion and the motion carried 5-0.

New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

2025 Regular Meeting Dates of the Board of Trustees

Trustee Taylor moved to approve the scheduled 2025 meeting dates as presented. Trustee Landrum seconded the motion and the motion carried 5-0.

Staff Employment Letters

Trustee Landrum moved to approve the Staff Employment Letters for Deardin Kelley, Head Volleyball Coach, at a salary of \$39,316/annually, to begin 1/29/25; and, Erin Knox, Director of Physical Therapy Assistant Program, at a salary of \$67,785/annually, to begin 3/12/25. Trustee Hoskins seconded the motion and the motion carried 5-0.

New Course Approvals

Trustee Chalker moved to approve the new courses College Algebra with Review, Elementary Stats with Review, and, Quantitative Reasoning with Review. Trustee Landrum seconded the motion and the motion carried 5-0.

Academic Program Review

Dr. Jason Sharp and Brian Vediz, Director of Sonography, presented the 2024-2025 Comprehensive Program Review for Diagnostic Medical Sonography (DMS). Trustee Landrum moved to accept the DMS Program Review. Trustee Taylor seconded the motion and the motion carried 5-0.

This discussion serves as Board of Trustee training in the Diagnostic Medical Sonography Program.

New Staff Position

Trustee Landrum moved to approve the new staff position of Diagnostic Medical Sonography Engagement Coordinator. Trustee Chalker seconded the motion and the motion carried 5-0.

Jenzabar Retention Package

Trustee Landrum moved to approve the purchase of the new Jenzabar One Package using Student Success funds for a total cost of \$282,410. Trustee Taylor seconded the motion and the motion carried 5-0.

Department Review

Dr. Jason Sharp and Molly Coomes, Workforce Director, presented the Workforce Education and Career Training Department Review. Trustee Landrum moved to accept the Workforce Education and Career Training Department Review. Trustee Hoskins seconded the motion and the motion carried 5-0.

This discussion serves as Board of Trustee training in Workforce Education and CTE.

Approval of Bills

Trustee Hoskins moved to approve the Claims Register. Trustee Taylor seconded the motion and the motion carried 5-0.

Public Comment

Trustee Landrum commented on the recent honor given to the Wall Family.

Executive Session

Trustee Chalker moved to recess into executive session at 7:11 p.m. for 15 minutes for a preliminary discussion relative to the acquisition of real property to protect the institution's financial interest and bargaining position. Trustee Hoskins seconded the motion and the motion carried 5-0.

The following were invited to participate in the executive session: Dr. Mark Watkins, Dr. Jason Sharp, Leanna Doherty, Kelly Kirkpatrick, Greg Chalker, Becky Dantic, Carl Hoskins, and Rod Landrum.

Trustee Taylor left the meeting at 7:11 p.m.

At 7:26 p.m. Trustee Chalker moved to extend the executive session for 10 additional minutes. Trustee Hoskins seconded the motion and the motion carried 4-0.

The Board returned to open meeting at 7:36 p.m.

Adjournment

Trustee Landrum moved to adjourn the meeting at 7:37 p.m. Trustee Hoskins seconded the motion and the motion carried 4-0.

Heidi Flora, Clerk of the Board

DRAFT

SUBJECT

Tuition and Fees for 2025-2026

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes state that the Board of Trustee's approval is required for the adoption of student tuition and fees.

BACKGROUND

This is the first review of tuition and fees for Labette Community College. This exhibit shows how tuition and fees at LCC compare to the other Kansas schools. For comparison purposes, per credit hour technology fees are included with the fees. Tuition and fees for the 2025-2026 academic year should be set at the April 10, 2025 meeting.

PRESIDENT'S RECOMMENDATION

The President recommends that the Board of Trustees review the tuition and fees schedule with no action to be taken at this meeting.

EXHIBIT 3

Kansas Community Colleges FY2025 Tuition and Fees Schedule

Institution	Resident			Non-Resident			International		
	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total
COFFEYVILLE CC	\$40.00	\$60.00	\$100.00	\$70.00	\$60.00	\$130.00	\$80.00	\$120.00	\$200.00
LABETTE CC	\$59.00	\$60.00	\$119.00	\$84.00	\$60.00	\$144.00	\$143.00	\$60.00	\$203.00
KANSAS CITY KS CC	\$96.00	\$24.00	\$120.00	\$208.00	\$24.00	\$232.00	\$209.00	\$24.00	\$233.00
JOHNSON COUNTY CC	\$105.00	\$16.00	\$121.00	\$221.00	\$16.00	\$237.00	\$221.00	\$16.00	\$237.00
CLOUD COUNTY CC	\$78.00	\$47.00	\$125.00	\$103.00	\$47.00	\$150.00	\$122.00	\$47.00	\$169.00
GARDEN CITY CC	\$63.00	\$62.00	\$125.00	\$82.00	\$62.00	\$144.00	\$100.00	\$62.00	\$162.00
BARTON COUNTY CC	\$78.00	\$48.00	\$126.00	\$107.00	\$48.00	\$155.00	\$170.00	\$48.00	\$218.00
FORT SCOTT CC	\$62.00	\$66.00	\$128.00	\$62.00	\$66.00	\$128.00	\$128.00	\$66.00	\$194.00
HUTCHINSON CC	\$99.00	\$29.00	\$128.00	\$130.00	\$29.00	\$159.00	\$139.00	\$39.00	\$178.00
BUTLER COUNTY CC	\$103.00	\$27.00	\$130.00	\$163.00	\$27.00	\$190.00	\$163.00	\$27.00	\$190.00
SEWARD COUNTY CC	\$78.00	\$52.00	\$130.00	\$102.00	\$67.00	\$169.00	\$102.00	\$67.00	\$169.00
PRATT CC	\$73.00	\$60.00	\$133.00	\$88.00	\$60.00	\$148.00	\$116.00	\$60.00	\$176.00
COLBY CC	\$82.00	\$54.00	\$136.00	\$136.00	\$54.00	\$190.00	\$162.00	\$54.00	\$216.00
NEOSHO COUNTY CC	\$95.00	\$52.00	\$147.00	\$95.00	\$74.00	\$169.00	\$168.00	\$56.00	\$224.00
ALLEN COUNTY CC	\$85.00	\$67.00	\$152.00	\$95.00	\$67.00	\$162.00	\$105.00	\$67.00	\$172.00
HIGHLAND CC	\$81.00	\$74.00	\$155.00	\$81.00	\$74.00	\$155.00	\$288.00	\$74.00	\$362.00
INDEPENDENCE CC	\$80.00	\$78.00	\$158.00	\$87.00	\$78.00	\$165.00	\$171.00	\$78.00	\$249.00
COWLEY COUNTY CC	\$80.00	\$90.00	\$170.00	\$130.00	\$90.00	\$220.00	\$180.00	\$90.00	\$270.00
DODGE CITY CC	\$60.00	\$125.00	\$185.00	\$70.00	\$125.00	\$195.00	\$80.00	\$125.00	\$205.00

*Values are per credit hour

State Resident Average:
\$136.21

Non-State Resident Average:
\$170.63

International Average:
\$211.95

Southeast Average Residents
\$134.00

Southeast Average Non-residents
\$149.67

Southeast Average International
\$207.00

Pittsburg State University - Resident: \$309	Non-Resident: \$687
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Agenda Item #: IV.B.
Date: March 13, 2025

SUBJECT

Employee Retirement

REASON FOR CONSIDERATION BY THE BOARD

Article III under Retained Rights of the Board states that the Board shall hire Professional Employees.

BACKGROUND

Coleen Carter, IT Coordinator, has submitted her Letter of Retirement effective April 1, 2025.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees release Coleen Carter from her contract as IT Coordinator and accept her Letter of Retirement.

SUBJECT

Departmental Review: Print & Graphic Services

REASON FOR CONSIDERATION BY THE BOARD

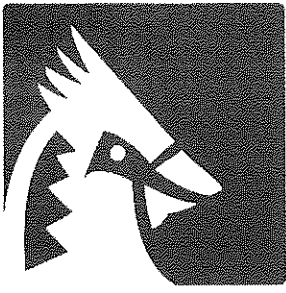
Part of the Board's responsibility is to maintain oversight of the quality of academic and administrative programs and services. Labette Community College completed Departmental (Non-Academic Program) Reviews for many years. However, the process was paused for a time due to a variety of factors. The process has been updated and has resumed as of the 23-24 Fiscal Year.

BACKGROUND

The Departmental Review, Planning, and Development framework facilitates a systematic approach to continuous improvement. This process aims to maintain a focus on student success and community needs, enhance departmental coherence and quality, align departmental needs with campus priorities and budgeting, and ensure consistency with the college's mission to provide quality learning opportunities in a supportive environment for success in a changing world. VPFA and department staff will present the Print & Graphic Services Departmental Review to the Board of Trustees.

PRESIDENT'S RECOMMENDATION

President recommends the acceptance of the Departmental Review for Print & Graphic Services.



LABETTE
COMMUNITY COLLEGE

PRINT AND GRAPHIC SERVICES

FY24

Comprehensive Review

July 1, 2023 – June 30, 2024

Prepared by:

ROXIE HOWARD

Print and Graphic Services Coordinator

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1.0 Department Summary

The Print and Graphic Services department is managed by a single full-time employee, the Print and Graphic Services Coordinator, who reports directly to the Vice President of Finance and Operations. This department plays a crucial role in supporting the institution by providing a range of services to staff and faculty. These services include:

- **Copy and Print Services:** Printing documents for internal and external purposes.
- **Mail Services:** Handling the mailing needs of the organization.
- **Binding:** Offering binding services for printed material.
- **Laminating:** Providing laminating services for documents and other materials.
- **Office Supplies:** Supplying various materials necessary for day-to-day operations.
- **Graphic Design:** Designing posters and other items, as needed.

In addition to the core responsibilities within the print shop, the Print and Graphic Services Coordinator also provides support to the Public Relations team by assisting with photography and managing social media tasks, as needed.

1.1 Quantitative Data FY24

Department Data:

- **Digital Press Color Prints:** 89,573
- **Black & White Copies:** 406,567
- **Color Copies/Prints:** 113,610
- **Postage:** 20,808 Pieces Mailed/\$14,626.38 Postage
- **Document Destruction (Shred Truck):** 18 poly carts shredded
- **Math Books Printed:** 300 Books
- **Other Books Printed:** 20 Books

2.0 Department Support of Student Success

Print and Graphic Services plays a key role in supporting student success in a community college setting in various ways. Its work contributes to both the academic and extracurricular experiences of students.

Here's how:

1. Supporting Academic Success

- **Course Materials & Handouts:** Print and Graphic Services provides essential materials such as syllabi and study guides that enhance the learning experience. These materials help students stay organized and better prepared for class.
- **Textbooks and Resource Printing:** In some cases, this service may offer print versions of digital resources or textbooks, making them more accessible to students who may not have access to digital devices or prefer printed materials.

2. Facilitating Communication and Information Access

- **Posters and Flyers for Campus Events:** Print Services creates visually engaging posters and flyers that advertise academic workshops, club events, career fairs, and other campus activities. This ensures students are aware of the resources and opportunities available to them, which can enrich their college experience and lead to personal and academic growth.
- **Branding and Identity:** Consistent and professional branding through printed materials like brochures, business cards, and banners helps create a cohesive campus identity. This can make students feel proud of their institution, enhancing their overall experience.

4. Enhancing Extracurricular Involvement

- **Club and Organization Support:** Print and Graphic Services provides materials for student clubs and organizations, such as event flyers, promotional materials, and t-shirt designs. This support helps increase student engagement and participation, which is essential for personal development, leadership skills, and fostering connections on campus.
- **Event Photography and Social Media Assistance:** The Print and Graphic Services Coordinator, as described, assists the Public Relations team with photography and social media, creating opportunities for students to gain exposure and engage with college activities online. These interactions can support a sense of community and encourage involvement in academic and extracurricular pursuits.

6. Providing Resources for Student Success Programs

- **Student Support Materials:** Materials for academic advising, tutoring, counseling, or other student success programs are often printed and distributed by Print and Graphic Services. This ensures that students are aware of available resources and can access them when needed, which directly impacts their success and well-being.

3.0 Department Outcomes

Reflection on FY24:

- Updated printed materials, such as the admissions viewbook, Labette CARES brochure, and business cards.
- Replaced all door signs to match branding.
- Purchased new paper drill press to replace broken press.
- Purchased HP wide format printer and cutter (in conjunction with Workforce Education) to replace outdated Mutoh printer and cutter.
- Printed all department handbooks, the LCC catalog, invitations, and programs for special events.
- Designed cover and printed graduation programs.
- Updated logo on printed materials.



Short-term goals for FY25:

- Work with Aesthetics Committee and Maintenance Dept. to update entrance inside main building.
- Purchase display case for Latzer Art Award Winners by Summer 2025.

Long-term goals for FY26

- Work with Aesthetics Committee to update directional and building signage around campus before Fall 2025 semester.

3.1 Significant Impacts

Print and Graphic Services plays a pivotal role in fostering an environment that promotes student success at Labette Community College. Through effective communication, professional branding, supporting academic and extracurricular activities, and offering resources for student engagement, Print and Graphic Services helps create a cohesive atmosphere on campus. These contributions directly impact students' experiences, ensuring that they have the tools and support needed to succeed academically, socially, and professionally.

4.0 External Constituency and Significant Trends

External Constituencies for Print and Graphic Services

1. Prospective and Current Students:

- **Recruitment Materials:** Print and Graphic Services supports the Admissions and Public Relations departments by creating materials aimed at attracting prospective students, such as brochures, flyers, catalogs, and banners. High-quality printed materials are crucial for presenting the college in a professional light and ensuring prospective students have the information they need.
- **Student Clubs and Organizations:** Student groups often rely on Print and Graphic Services to produce promotional materials for events, fundraisers, and activities. These materials can include posters, flyers, and social media graphics, helping increase participation and engagement in campus life.

2. Local Businesses and Community Partners:

- **Event Support and Sponsorship Materials:** Local businesses may collaborate with the college to sponsor events, and Print and Graphic Services can assist by providing branded materials like banners, flyers, and programs for these community events.
- **Printing for Outreach Programs:** Colleges may also partner with local businesses and organizations to run community engagement programs, and Print and Graphic Services provides materials for marketing these programs and communicating with the public.

3. Alumni:

- **Foundation and Networking Events:** Print materials such as invitations and programs are often created for alumni events, reunions, and fundraising campaigns. These materials help maintain alumni relationships and encourage their continued engagement with the college.

4. Vendors and Suppliers:

- **Procurement and Supply Chain:** Print and Graphic Services interacts with vendors and suppliers who provide printing materials (paper, ink, etc.) and equipment. These relationships ensure that the college has the necessary resources to maintain efficient operations and deliver high-quality printed products.

5. Government and Accrediting Bodies:

- **Reports and Documentation:** Print and Graphic Services assists in producing printed reports, documentation, and other materials required by governmental or accrediting agencies for regulatory compliance. These materials may include institutional reviews, financial reports, or program outcomes.

Significant Trends Affecting Print and Graphic Services

1. Digital and Print Integration:

- **Shift to Digital Formats:** There is an increasing trend of moving from purely print-based communication to digital platforms. Many colleges now offer digital brochures, online catalogs, and virtual event invitations alongside or in place of printed versions. Print and Graphic Services adapts by offering both print and digital solutions, often integrating the two (e.g., QR codes, digital publications, or hybrid online/print promotions).
- **Interactive Print:** Some print services are incorporating interactive elements like augmented reality (AR) or scannable codes on printed materials that link to websites or digital content, merging the physical and digital worlds, leaving less room for error when typing website addresses in browsers.

2. Cost Efficiency and Budget Constraints:

- **Streamlined Processes:** Budget constraints often affect the amount of printing a college can do. Print and Graphic Services is increasingly focused on streamlining workflows, using more efficient printing methods, and reducing overhead costs, such as by adopting digital workflows or offering print-on-demand services.

3. Branding and Marketing Focus:

- **Consistent Branding:** As institutions place more emphasis on branding and marketing, the role of Print and Graphic Services in maintaining a consistent visual identity across all printed materials has become even more important. Whether it's signage, promotional materials, or event programs, consistent, high-quality branding strengthens the college's image and visibility.
- **Social Media Integration:** Print materials are increasingly being designed with social media integration in mind, such as including social media handles or hashtags on posters, event invitations, and brochures. This encourages engagement and allows the college to extend the reach of printed materials through digital platforms.

Print and Graphic Services has a direct impact on the college's relationships with external constituencies, including prospective students, local businesses, alumni, and governmental bodies. By adapting to significant trends such as digital integration, sustainability, and personalization, Print and Graphic Services plays a crucial role in supporting student engagement, institutional branding, and the overall college experience. The ability to remain flexible and innovative will continue to drive the effectiveness of these services in the evolving higher education environment.

5.0 Department Success

- **LCC Auction for Scholarships:** Designed and produced printed materials to support fundraising efforts.
- **Campus Event Graphics:** Created engaging graphics for events, collaborating with the PR team to share content on social media and display road signs.
- **100-Year Celebration Committee:** Collaborated on design elements for materials celebrating the institution's centennial.
- **LCC Fire School Materials:** Designed postcards, booklets, banners, and other promotional materials for Fire School event.
- **PR Support:** Assisted with photo and video capture for events, contributing content to enhance marketing efforts.
- **Athletic Programs:** Designed and printed programs for volleyball games, basketball games, and wrestling meets.
- **Textbook Printing:** Collaborated with the bookstore to print textbooks for math courses, ensuring clarity and ease of use for students.
- **Office Supply Management:** Maintained inventories to meet the needs of staff and departments efficiently.
- **Certificate/Degree Design:** Updated designs for certificates and degrees to maintain a modern, cohesive look.
- **Tri-Fold Infographic:** Designed an informative tri-fold to replace the traditional viewbook, improving communication and engagement.

5.1 Staff Accomplishments

- **Aesthetic Committee Member:** Assisted in the redesign and update of campus areas and signage to improve visual appeal.
- **Graphic Design Advisory Committee:** Contributed strategic input and creative solutions to enhance the design direction for campus initiatives.
- **Art Gallery Committee:** Served on the committee, providing creative input and support for gallery exhibitions.
- **100-Year Celebration Committee:** Collaborated on design elements for materials celebrating the institution's centennial.
- **Social Media Content Creation:** Captured photos and videos during events and designed engaging reels, increasing social media engagement by 600%.
- **Adaptability:** Maintained a positive and proactive attitude during the Public Relations Team transition, ensuring smooth workflow and consistent output.

7.0 Supervising Administrator Response

As the Vice President of Finance and Operations at Labette Community College, I want to express my appreciation for the Print and Graphic Services Department's vital role in supporting our students, faculty, and staff. The department has worked diligently to update and standardize our logos across all printed materials, ensuring a professional and unified branding for the college. This effort not only enhances the college's image but also serves to strengthen our community's connection to the institution. The Print and Graphic Services department consistently provides high-quality support, helping to meet the needs of our students, staff, and faculty while promoting Labette Community College as a professional and recognizable brand.

Agenda Item #: IV.D.
Date: March 13, 2025

SUBJECT

Academic Program Reviews: Communication and Graphic Design

REASON FOR CONSIDERATION BY THE BOARD

Part of the Board's responsibility is to maintain oversight on the quality of the academic and administrative programs and services. This has been an on-going feature of our regular Board meetings.

BACKGROUND

The purpose of a program review is to assess the quality of our academic offerings as well as to assess program strengths and weaknesses. The program review report format will more accurately reflect the mission of the college, to "provide quality learning opportunities in a supportive environment," at a reduced cost, thus increasing our efficiency.

PRESIDENT'S RECOMMENDATION

President recommends acceptance of the Academic Program Reviews for Communication and Graphic Design.



Comprehensive Program Review 2024

Program Name: Communication Department

Semesters Reviewed:

AY 2022: Fall 2021, Spring 2022, Summer 2022

AY 2023: Fall 2022, Spring 2023, Summer 2023

AY 2024: Fall 2023, Spring 2024, Summer 2024

Completed by: Tonya Neises

Date: January 2025

Assessment Committee Recommendation:

President's Council Recommendation:

1.0 Program Summary

Provide a descriptive summary of the program.

Narrative:

The Communication Program is dedicated to furthering students' communication skills, critical thinking, and cultural awareness. Aligned with the college's mission, the department offers quality educational experiences in a supportive and inclusive learning environment.

The program emphasizes the development of oral communication, active listening, and an appreciation for diverse perspectives. Students are encouraged to apply concepts through real-world experiences, including service-learning opportunities that enhance their understanding of communication's role in personal and professional contexts.

The Communication Department serves both general education students and communication majors. It offers courses that meet degree requirements for all Associate Degree-seeking students and provides an Associate of Science Degree with an emphasis in Communication. Majors acquire foundational skills in public speaking, interpersonal communication, mass media, advertising, and public relations, preparing them for successful careers or further academic pursuits.

Faculty are committed to fostering a professional yet approachable atmosphere by encouraging open, two-way communication. Faculty create an environment where students feel supported in their learning journey.

2.0 Student Success

Provide a definition of how student success is defined by the program.

Narrative:

Student success in the Communication Program at LCC is defined as achieving personal, academic, and professional goals through the development of strong communication skills and critical thinking abilities. Success is reflected in students' ability to:

- Transfer seamlessly to four-year institutions to pursue advanced degrees in communication or related fields.
- Apply the knowledge and skills gained in the program to begin rewarding careers in communication-related fields.
- Contribute to their communities and workplaces as effective communicators, collaborators, and problem-solvers.

The program promotes student success by offering a supportive learning environment and real-world experiences, equipping students with a competitive edge in the job market or in their academic pursuits. Many graduates have gone on to excel in roles at LCC gaining employment in student life, recruiting, and advising, demonstrating the program's ability to prepare students for success in their careers. Faculty are committed to nurturing each student's potential, ensuring they leave the program not only with a degree but also with the skills, confidence, and opportunities to thrive in their chosen path.

2.1 Achieve/Promote Student Success

Describe how the program achieves and promotes student success. Focus on those activities and innovation that are within the three-year comprehensive cycle.

Narrative:

The Communication Program supports student success by offering a mix of face-to-face and online course delivery formats to accommodate varied learning styles and schedules. Faculty integrate innovative teaching strategies that prioritize student engagement, critical thinking, and the practical application of course concepts.

A core component of the program is its emphasis on how course material relates to the real world. The Public Relations class includes service-learning projects, where students apply communication principles to address community needs, enhancing both their skills and their sense of civic responsibility. These projects prepare students for real-world challenges and create a deeper understanding of the role communication plays in society.

The department offers state-wide transferable core courses, such as Public Speaking, Interpersonal Communication, and Introduction to Mass Media, ensuring that students can transition seamlessly to four-year institutions to continue their education. Additionally, these courses are designed to equip students with skills that are highly valued in both academic and professional settings.

3.0 Reflection on Current Curriculum

Please describe the curriculum holistically, speaking specifically to the breadth, depth, and level of the discipline. Additionally, provide narrative on the coherence of the curriculum and the processes by which the program updates and keeps curriculum relevant.

Narrative:

Students engage in courses that provide foundational knowledge, practical skills, and theoretical understanding, preparing them for both academic advancement and career opportunities.

As mentioned above, the core curriculum includes state-wide Kansas Core Outcomes Group (KCOG) aligned courses, such as Public Speaking, Interpersonal Communication, and Mass Media. These courses ensure transferability to four-year institutions. Beyond these core offerings, the curriculum extends to an Introduction to Public Relations course and an Introduction to Advertising course which dive deeper into specific communication disciplines and prepare students for targeted career paths within the field.

Faculty regularly reviews the curriculum to meet evolving academic and professional standards. This review process includes analyzing student feedback, utilizing assessment data, and actively participating in state-wide KCOG meetings. These collaborative efforts ensure that the curriculum aligns with state transfer requirements and reflects current trends and demands in communication disciplines.

Additionally, faculty engage in professional development to identify emerging topics and integrate them into the curriculum.

3.1 Degrees and Certificate Offerings

List what degrees and certificates are offered and describe how the program curriculum supports other degrees and certificates awarded by the college (if applicable).

Narrative:

Labette Community College offers an Associate of Science with an emphasis in Communication. Students completing this degree often pursue an undergraduate degree in Communication or a related field or enter the workforce.

A communication course is required of nearly all academic programs at LCC. Previously, students were required to complete Public Speaking to graduate. However, beginning in 2023, in alignment with a Kansas Board of Regents directive, students may choose between Public Speaking and Interpersonal Communication to fulfill their communication requirement for most majors. This flexibility allows students to select the course that best aligns with their academic and career goals.

In addition to serving as a required component of degree pathways, the Communication Department collaborates with other academic programs to enhance student learning. For example, students pursuing a Communication degree are encouraged to take courses from the Graphics Design Program as general electives, strengthening their knowledge and skills in digital and visual media. This helps students develop a well-rounded skill set that is valuable in a variety of professional and academic contexts.

COMMUNICATION ACADEMIC CURRICULUM MAP

An academic map is a suggested two-year schedule of courses based on degree requirements. This sample schedule serves as a general guideline to help build a full schedule each term. Milestones, courses, and special requirements necessary for timely progress to complete a major are designated to keep you on track to graduate in two years.

This map is not a substitute for academic advisement—contact your advisor if you have any questions about scheduling or about your degree requirements. Also see the current academic catalog for a complete list of requirements and electives. **Note:**

Requirements are continually under revision, and there is no guarantee they will not be changed or revoked; contact an advisor, the department and/or program area for current information.

First Year					
First Semester			Second Semester		
Course	Credit Hours	Notes	Course	Credit Hours	Notes
English 010 ENGL 101 or ENGL 103	3		English 010 ENGL 102	3	
Communication 020	3		Natural & Physical Sciences 040	5	
Math & Statistics 030	3		COMM 105 Intro to Public Relations	3	
Arts & Humanities 060	3		General Elective	3	Recommended Graphic Design
COMM 103 Into to Advertising	3		General Elective	1	
Total Hours	15		Total Hours	15	
Second Year					
First Semester			Second Semester		
Course	Credit Hours	Notes	Course	Credit Hours	Notes
Social and Behavioral Science 050	3		Social and Behavioral Science 050	3	
Personal & Professional Behavior 070	3		Arts & Humanities 060	3	
COMM 102 Interpersonal Communication	3		Personal & Professional Behavior 070	3	
General Elective	3		COMM 106 Intro to Mass Media	3	
General Elective	3	Recommended Graphic Design	General Elective	3	
Total Hours	15		Total Hours	15	

You may choose to attend a summer term to reduce your load during fall or spring terms but still stay on track to graduate in two years . **NOTE: Learning Support courses will alter the sequences on this map .**

Systemwide General Education Key:

010 English 020 Communication 030 Math & Statistics 040 Natural & Physical Sciences
 050 Social & Behavioral Sciences 060 Arts & Humanities 070 Personal & Professional Behavior

General Electives can be found on page 53
 Statewide General Education Requirements can be found on page 56

COMMUNICATION

ASSOCIATE IN SCIENCE

The goal of the Communication Program is to provide the opportunity for students to improve their communication ability and knowledge.

Our commitment to General Education helps develop students' oral communication and critical thinking skills and their appreciation for communication diversity. Our courses are designed to fulfill major requirements for Associate Degree-seeking students. Throughout their education, students have opportunities for hands-on experience both in and out of the classroom.

Credits Required: 60

General Advisor: Henri Wyland
620-820-1195
henriettaw@lafayette.edu

Major Advisor: Tonya Seller Neises
620-820-1121
tonyab@lafayette.edu

Recommended Courses:
COMM 101 Communications
GRAP General Electives

After Graduation
Students can gain immediate, entry-level employment in Government and Social Services, Public Relations Agencies, Event Planning, Sales, etc. If already employed, obtain career advancement opportunities. Students can transfer to a university or college to pursue a bachelor's degree in Communication.

Concentration Requirements		12
<input type="checkbox"/>	COMM 102 Interpersonal Communication	3
<input type="checkbox"/>	COMM 103 Introduction to Advertising	3
<input type="checkbox"/>	COMM 105 Introduction to Public Relations	3
<input type="checkbox"/>	COMM 106 Introduction to Mass Media	3
General Education Requirement		35
English		
<input type="checkbox"/>	ENGL 101 English Composition I	or
	ENGL 103 English Composition I with Review	3
<input type="checkbox"/>	ENGL 102 English Composition II	3
Communication		
	Choose one class	
<input type="checkbox"/>	_____	3
Math & Statistics		
	Choose one class	
<input type="checkbox"/>	_____	3
Natural & Physical Science		
	Choose one class	
<input type="checkbox"/>	_____	5
Social & Behavioral Sciences		
	Choose two classes from different subject areas	
<input type="checkbox"/>	_____	3
<input type="checkbox"/>	_____	3
Arts & Humanities		
	Choose two classes from different subject areas	
<input type="checkbox"/>	_____	3
<input type="checkbox"/>	_____	3
Personal & Professional Behavior		
	Choose two classes	
<input type="checkbox"/>	_____	3
<input type="checkbox"/>	_____	3
General Electives		13
<input type="checkbox"/>	_____	3
<input type="checkbox"/>	_____	3
<input type="checkbox"/>	_____	3
<input type="checkbox"/>	_____	3
<input type="checkbox"/>	_____	1

4.0 Faculty Success

Faculty success over the three-year comprehensive cycle should be highlighted in this section. The accomplishments can embrace academic achievement in the discipline, national or regional honors, campus activities that support student success, or other innovations, research, teaching, and community service.

Narrative:

Faculty accomplishments and involvement within the past three years include:

Academic Service/Honors:

Labette Community College, 2009 – present

- Distinguished Faculty of the Year, 2015 and 2024
- Faculty Association, 2009 – present
- Distance Education Committee, 2018 – present
- Grievance Panel, 2019 – present
- Retention Committee, 2021 – present
- Foundation Auction Committee (Ad Hoc), 2009 – present
- 100 Year Celebration of LCC (Ad Hoc), 2022 – 2024
- Numerous Hiring Committees (Ad Hoc), 2009 – present

Professional Development:

- Lilly Conference, Evidence-Based Teaching and Learning, 2014, 2017, 2019, 2023
- Mental Health First Aid Certification, 2022
- Kansas Association of School Boards Annual Convention and Regional Meetings, 2007 – 2023

Professional Memberships/Involvement:

- Kansas National Education Association member, 2009 – present
 - Labette Community College Faculty Association, 2009 – present
 - Labette Community College Faculty Senate, 2012 – present
 - Local Association President, 2022 – present
 - Local Association Treasurer, 2012 – 2022
 - Labette Community College Negotiations Team, 2015 – present
- Kansas Association of School Boards member, July 2007 – December 2023
 - Legislative Committee Member, 2012 – 2013, 2021 – 2023
- Kansas Core Outcomes Group
 - Represent Labette Community College Communication Department, 2013 – present

Academic and Civic Presentations:

- Lead Presenter for OER (Open Educational Resources) Round Table for Kansas Communication Professors, organized through the Kansas Board of Regents, 2024
- Agriculture Communication Presentation at Neodesha High School, 2023
- Future Farmers of America Banquet Speaker at Neodesha High School, 2022

Community Service:

- USD 461 Board of Education Member, July 2007 – December 2023
- Neodesha Booster Club Member, 2012 – present
- St. Ignatius Catholic Church Member, 1998 – present
- Judge Neodesha High School Annual Forensics Tournament, 2010 – present
- Judge Neodesha High School Senior Projects, 2013 – 2023
- Judge the Southeast Kansas District Future Farmers of America Communications Contest, 2018 – present

5.0 Program Accomplishments and Reflection on Data/Trends

In this section, departments should highlight noteworthy program accomplishments over the three-year comprehensive cycle. Programs should also provide thoughtful reflection on the data provided on student success, attrition, completion, etc. Programs should also report on findings from course and program assessment data. Programs should also provide context of any trends in the data, as well as external trends that may have affected the data.

Narrative:

The Communication Department has demonstrated steady enrollment and strong student success rates over the past three academic years.

Public Speaking (COMM 101) continues to be the program's most enrolled course, with enrollment fluctuating slightly over the years (416 in AY 2022, 382 in AY 2023, and 414 in AY 2024). The average class size increased to 17 in AY 2024 from 14 in AY 2023. Completion and success rates in Public Speaking remain high, with a success rate reaching 94% in both AY 2023 and 2024.

Interpersonal Communication (COMM 102) has experienced growth, increasing from 29 students in AY 2022–2023 to 47 in AY 2024. This growth is attributed to KBOR mandating that colleges allow students to complete *either* Public Speaking *OR* Interpersonal Communication, rather than simply mandating Public Speaking as they have previously. While completion and success rates slightly declined in AY 2024 (91% completion and 93% success), they remain strong.

The Introduction to Advertising (COMM 103) and Introduction to Public Relations (COMM 105) courses have maintained smaller but stable enrollments. Intro to Mass Media (COMM 106) saw a significant improvement in student success from 50% in AY 2022 to 93% in AY 2024. This improvement coincides with the class moving from being offered as an 8-week hybrid to being offered as a full semester on-ground course.

Course Locations

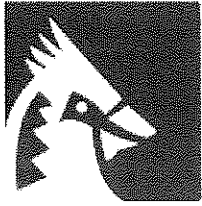
- **Online courses** enrollment increased from 265 in AY 2022 to 289 in AY 2024. The success rate has remained strong at approximately 90%.
- **Main Campus sections** saw fluctuations in enrollment but improved student success, rising from 88% in AY 2022 to 98% in AY 2024.
- **Concurrent enrollment** is consistent with completion and success rates near 100%.

The program has consistently high success and completion rates across all courses. Attrition remains low, generally below 10%. The most notable retention gains were in Mass Media (COMM 106), where attrition dropped from 25% in AY 2022 to 0% in AY 2024.

Degree and certificate completions saw a peak in AY 2023 (9 awarded) but dropped to zero in AY 2024. The number of graduates transferring has also decreased. The declining number of Communication graduates may be due to financial aid restrictions and the availability of General Studies as an alternative major that offers students more flexibility in selecting courses while still receiving financial aid.

Faculty workload remains balanced, with one full-time instructor (Tonya Neises) and a growing number of adjunct faculty (increasing from five to six in AY 2024). Part-time faculty continue to teach the majority of student credit hours (65% in AY 2024).

Overall, the Communication program continues to offer valuable coursework with high student success.



LAFAYETTE COMMUNITY COLLEGE

Program Review Data Summary

Note: All Definitions of data pulled for this summary can be found in Appendix 1 of the Academic Program Review, Planning, and Development Handbook.

Program: Communication

Average Class Size, Completer Success, and Attrition

Year (AY dates)	Subject Prefix	Course Name	Total Enrollment	# of Sections	Average Class Size	% Student Completion	%Student Success	%Student Attrition	Student Credit Hours
2022	COMM 101	Public Speaking	416	28	15	92%	88%	8%	1,248
2023			382	26	14	92%	94%	9%	1,146
2024			414	25	17	91%	94%	9%	1,242
2022	COMM 102	Interpersonal Communication	29	2	15	100%	100%	0%	87
2023			29	2	14	93%	100%	7%	87
2024			47	3	16	91%	93%	9%	141
2022	COMM 103	Introduction to Advertising	4	1	4	100%	100%	0%	12
2023			10	1	10	100%	100%	0%	30
2024			5	1	5	100%	100%	0%	15
2022	COMM 105	Intro to Public Relations	8	1	8	100%	100%	0%	24
2023			9	1	9	100%	100%	0%	27
2024			6	1	6	100%	100%	0%	18
2022	COMM 106	Intro to Mass Media	8	1	8	75%	50%	25%	24
2023			12	2	6	100%	100%	0%	36
2024			14	1	14	100%	93%	0%	42

Course Completion, Success, & Attrition by Location

Year (AY dates)	Location	Total Enrollment	# of Sections	Average Class Size	% Student Completion	% Student Success	% Student Attrition	Student Credit Hours
2022	Cherokee	5	1	5	100%	100%	0%	15
2023		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2024		8	1	8	100%	88%	0%	24
2022	Online	265	15	18	91%	86%	9%	795
2023		257	15	17	89%	91%	11%	771
2024		289	14	19	89%	90%	11%	867
2022	Main Campus	128	12	11	90%	88%	10%	384
2023		114	11	10	90%	99%	10%	342
2024		117	10	10	92%	98%	8%	351
2022	Concurrent	67	5	13	100%	100%	0%	201
2023		68	5	14	100%	100%	0%	204
2024		72	6	11	97%	100%	3%	216
2022	Other (Arrg. Off-campus, etc.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2023		3	1	3	100%	100%	0%	9
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A

Declared Awards, Transfers, and Placements

Year (AY Dates)	# of Degrees/Certs Awarded	# of Graduates Transferring from previous AY year	% Placement Rate for Graduates (CTE Only)
2022	1	1	N/A
2023	9	4	N/A
2024	0	0	N/A

Student Credit Hours by Faculty Type

Year (AY)	Number of Faculty		Student Credit Hours by Faculty Type				Total Credit Hours
	Full Time	Part Time	Full Time	% for Full Time	Part Time	% for Part Time	
2022	1	5	537	37%	909	63%	1,446
2023	1	5	495	37%	831	63%	1,326
2024	1	6	516	35%	942	65%	1,458

Faculty Name by Type for Most Recent Academic Year Full Time: Tonya Neises

Part Time: Delaina Brown, Lacey Finley, Daneen Landis-Coover, Kylie Lucas, Heather Wilson

Communication Program Outcomes 2021-2024

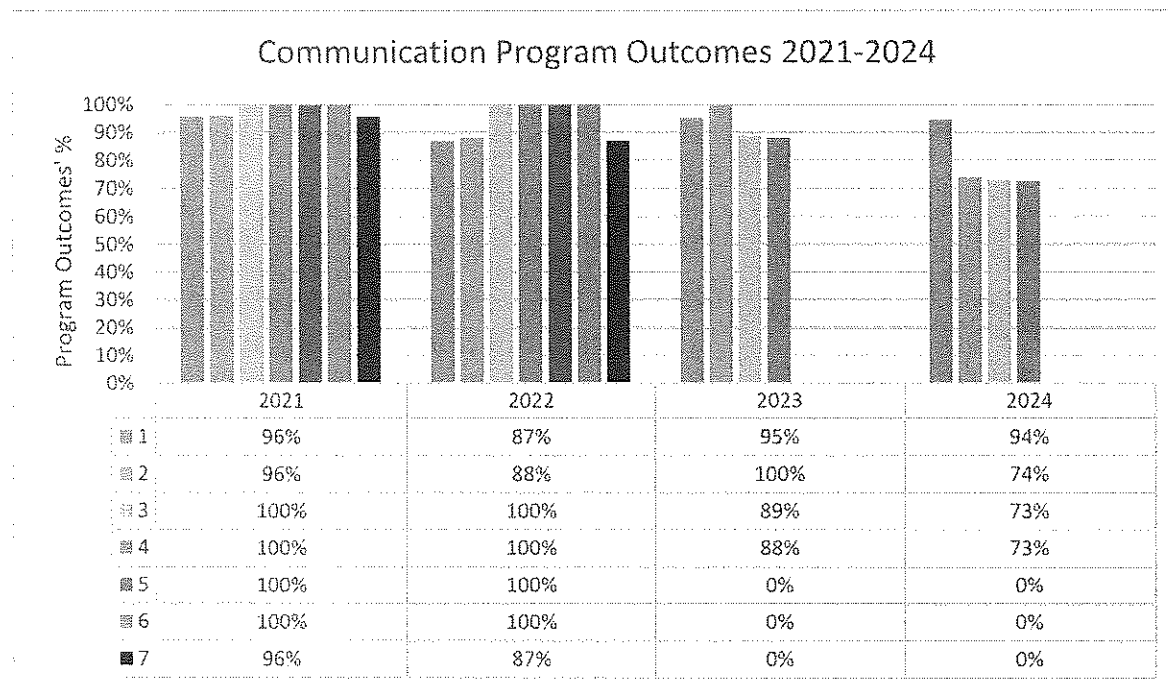
In 2023, the Communication Department condensed the learning outcomes from seven to four.

Previous Outcomes:

1. Students will demonstrate competencies in reading, writing, speaking, and listening so as to effectively acquire, develop, and convey information.
2. Students will be able to structure their ideas and state their positions on issues quickly, clearly, and concisely.
3. Students will demonstrate, understand, and apply key terms, concepts, models, and theories from Communication literature.
4. Students will be able to critically evaluate various elements of critical thinking, including evidence, reasoning, and fallacies, define argumentation and understand its structure, demonstrate competencies in the art of persuasion, argument analysis and reasoning.
5. Students will demonstrate competencies in professional writing and advertising and public relations program planning.
6. Students will demonstrate an understanding of ethical codes and standards of practice typically promoted within the field of Communication and its profession.
7. Students will demonstrate sensitivity to human diversity and the impact of culture on communication.

Current Outcomes:

1. Compose, deliver, and analyze messages for diverse target audiences.
2. Apply appropriate tools and technologies for integrated fields of communication.
3. Demonstrate effective listening skills while receiving and delivering messages.
4. Understand the value of ethical communication and sensitivity to human diversity.



- What did you learn from this past data?
 - Outcome 1, which focuses on composing, delivering, and analyzing messages for diverse audiences, performed at a high level, achieving 95% in 2023 and 94% in 2024. This suggests that students are developing strong skills in creating and evaluating communication effectively.
 - Outcome 4, which highlights the value of ethical communication and sensitivity to human diversity, maintained performance levels in 2023 (88%) but declined to 73% in 2024. This drop could reflect challenges in addressing diversity or ethics.
 - Outcome 3, which emphasizes listening skills, also saw a decrease in performance from 89% in 2023 to 73% in 2024. This may indicate that listening and feedback activities require enhanced instructional strategies or assessment approaches.
 - Outcome 2, focusing on the application of appropriate communication tools and technologies, reflected a notable drop from 100% in 2023 to 74% in 2024. This suggests students may need additional support or training to integrate communication technologies effectively.
- What did you NOT learn from this past data?
 - While the chart shows a general downward trend in outcomes from 2023 to 2024, the data does not explain the reasons. For instance, it is unclear if the declines stem from changes in curriculum delivery, assessment methods, or external factors like student preparedness or resources.
 - The chart does not reveal how these outcomes translate into real-world readiness, such as job placement or transfer success.
 - For Outcome 2, while the data shows a decrease, it does not specify which tools or technologies students struggled with.
- What do you hope to learn and do differently for this academic year?
 - With regard to assessment, now that the college has purchased Canvas, I would like to see training for all fulltime and adjunct faculty regarding setting up every class where assignments are tied directly to course outcomes and those outcomes are tied to the department outcomes. Every faculty and adjunct should *not* be able to determine if they are only going to use one particular assignment to assess an entire outcome or if they are only going to use one test to assess an entire outcome. Without all faculty completing assessments in the same manner, the college will not have consistency throughout the college or even within a department.
 - With regard to Outcome 2, the fulltime faculty will provide additional resources and hands-on practice with communication technologies.
 - With regard to the decline in Outcome 3 (listening) and Outcome 4 (ethical considerations), the fulltime faculty will design more targeted activities emphasizing listening skills (Outcome 3) and ethical considerations (Outcome 4), incorporating case studies or real-world scenarios to engage students actively in these areas.

6.0 Mission Alignment

Programs should indicate how the program's offerings align with the LCC mission: Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world.

Narrative:

The Communication Department directly supports Labette Community College's mission to provide quality learning opportunities in a supportive environment for success in a changing world by:

- **Providing Quality Learning Opportunities:**

The Communication Department offers state-wide transferable courses, including Public Speaking, Interpersonal Communication, and Mass Media. These courses not only meet academic standards but also provide students with practical communication skills essential for personal, academic, and professional success.

- **Supporting Success in a Changing World:**

The program's instructional modalities include both face-to-face and online options for two of its classes (Public Speaking and Interpersonal Communication). Regular curriculum updates, informed by trends in the field of Communication, assessment data, and Kansas Core Outcomes Group meetings, ensure that students are prepared to navigate and contribute to an ever changing world.

- **Building a Supportive Educational Community:**

Faculty promote a very collaborative and inclusive learning environment, emphasizing open communication and mutual respect. Through real-world applications and service-learning projects, students are encouraged to engage with their communities.

By preparing students for seamless transfer to four-year institutions and equipping them for careers in communication-related fields, the department upholds the college's commitment to empowering students.

7.0 External Constituency and Significant Trends

An important component of maintaining a superior program lies in awareness and understanding of other possible factors that may impact the program and/or student outcomes. After consideration of these other factors, program directors/faculty should document the relevant information within this section.

Program Advisory Committee:

N/A

Other External Constituencies:

System wide changes made by the Kansas Board of Regents in the last couple of years resulted in significant changes to the Public Speaking and Interpersonal Communication class enrollment numbers. The new general education requirements package approved by KBOR (which went into effect in the fall of 2023) requires three credit hours of a communication class, but allows students the option of either completing Public Speaking OR Interpersonal Communication. Some majors still require Public Speaking, but many give students the choice. The Communication Department experienced a significant increase in the number of students choosing to enroll in Interpersonal Communication in order to avoid Public Speaking, likely due to anxiety about speaking in public.

With regards to graduation rates for the Communication Department, fewer students are declaring Communication as a major and instead opting for General Studies as their preferred major in order to avoid

certain “roadblocks” with financial aid. All courses a student enrolls in must apply toward their declared major in order to receive federal aid. Furthermore, since the pandemic, more students are enrolling in online classes instead of face to face, and three of the core Communication classes (Introduction to Public Relations, Introduction to Advertising, and Introduction to Mass Media) are only offered as on ground classes. While this prevents the fully online learner from earning an Associate of Science with an Emphasis in Communication from LCC, it is not feasible to develop these courses online with only one fulltime faculty member in the department.

Lastly, as a way to help students create networks of communication professionals and learn from those with experience in the field, the Communication Department invites a variety of guest speakers to share college and career experiences with students enrolled in core courses.

Significant Trends:

According to the US Bureau of Labor Statics Occupational Outlook Handbook, Overall employment in media and communication occupations is projected to grow about as fast as the average for all occupations from 2023 to 2033. About 109,500 openings are projected each year, on average, in these occupations due to employment growth and the need to replace workers who leave the occupations permanently.

The median annual wage for media and communication workers (such as public relations specialists, news analysts, and writers and authors) was \$66,320 in May 2023, which was higher than the median annual wage for all occupations of \$48,060. Media and communication equipment workers (such as broadcast technicians, film and video editors, and photographers) had a median annual wage of \$53,850 in May 2023, which was higher than the median annual wage for all occupations.

<https://www.bls.gov/ooh/media-and-communication/>

8.0 Program Vitality Assessment

Program faculty should use all available information to consider the category assignment which best reflects the program's current status and subsequent goals and anticipated action plans.

Vitality Category Chosen:

Category 2: Maintain Current Levels of Support/Continuous Improvement

The Communication Department offers three Kansas Core Outcomes Group (KCOG) aligned courses, including Public Speaking, Interpersonal Communication, and Introduction to Mass Media.

The Communication Department offers classes required of all majors for graduation (Public Speaking or Interpersonal Communication).

Lastly, the Communication Department will work to identify students who have taken more than one core Communication course and visit with them about switching their major from General Studies to Communication or double majoring to graduate with both their Communication degree and General Studies degree.

9.0 Program Goals

Each program should set 1-3 short-term goals (will be completed in the next year) and 1-3 long-term goals (will be

completed by next comprehensive program review). These goals should be SMART goals that can be reflected upon in the upcoming annual or comprehensive review.

Short-Term Goals:

1. Continue collaborating with the Dean of Instruction to adjust course offerings based on KBOR changes, including potentially reducing Public Speaking sections and increasing Interpersonal Communication sections.
2. Work with IT to identify students who have declared general studies as their major but have taken more than one communication course in order to reach out to discuss the option of switching to a Communication major.
3. Move Public Speaking textbook to an Open Educational Resource

Long-Term Goals:

1. Enhance adjunct assessment reporting quality over the next three to five years.
2. Expand Recruitment for Degree Completion over the next three to five years. Given the drop in awarded degrees, targeted advising efforts could help students see the benefits of earning an associate degree before transferring.
3. Provide additional resources and hands-on practice to students with communication technologies over the next two to three years.
4. Design more activities emphasizing listening skills and ethical considerations into classes over the next two to three years.



Comprehensive Program Review 2024

Program Name: Graphic Design Technology

Semesters Reviewed:

AY 2022: Fall 2021, Spring 2022, Summer 2022

AY 2023: Fall 2022, Spring 2023, Summer 2023

AY 2024: Fall 2023, Spring 2024, Summer 2024

Completed by: Melissa Kipp

Date: February 2025

Assessment Committee Recommendation:

President's Council Recommendation:

1.0 Program Summary

Provide a descriptive summary of the program.

Narrative:

The Graphic Design Technology Program equips students with the creative, technical, and professional skills necessary for success in the dynamic field of graphic design. Program curriculum involves creative thinking and problem-solving using traditional design skills and the latest in digital technology.

Through a combination of hands-on learning, industry-standard software training, and real-world projects, students develop a strong foundation in visual communication, branding, page layout, typography, illustration, photography, photo manipulation, animation, and web design.

By integrating project-based learning, peer review, and service-learning opportunities, the program emphasizes both technical proficiency and design thinking while encouraging innovation and collaboration.

Students graduate with a professional portfolio showcasing their work, ensuring they are prepared for the evolving demands of the graphic design industry.

2.0 Student Success

Provide a definition of how student success is defined by the program.

Narrative:

Goals of students enrolled in GDT courses vary, but typically fall into the following groups:

- Students preparing for employment in the graphic design industry
- Students preparing for transfer to a four-year college
- Students seeking to obtain or update graphic design skills needed for a job in another industry
- Students taking classes for personal interest, enjoyment, or enrichment

Student success for GDT majors is defined by a combination of academic achievement, technical proficiency, creative growth, and career readiness. It encompasses a student's ability to develop industry-relevant skills, apply design principles effectively, and build a professional portfolio that demonstrates their creative capabilities.

Success is also measured by a student's ability to collaborate, receive and apply constructive feedback, and engage in real-world learning experiences. Additionally, student success includes personal growth—gaining confidence, problem-solving skills, and a lifelong learning mindset that prepares them for further education or entry into the workforce.

2.1 Achieve/Promote Student Success

Describe how the program achieves and promotes student success. Focus on those activities and innovation that are within the three-year comprehensive cycle.

Narrative:

By prioritizing service-learning opportunities within the GDT curriculum, students gain valuable real-world experience while using their creative talents to give back to the community. This approach not only

strengthens their design capabilities but also instills a sense of social responsibility, preparing them for meaningful careers in the field.

Over the last three years, Graphic Design Technology students have taken part in the design and/or production of the following:

- Exhibiting a collection of work each semester in the Hendershot Gallery.
- Designing the LCC promotional die cut handout used for recruiting by the Admissions Department.
- Assisting the Workforce Director and Wright Signs by creating designs for the allied health and workforce education ambulance.
- Designing Snapchat filters for the 100-Year Celebration.
- Designing a custom 100-Year Celebration coloring book, which was distributed to over 1,500 students throughout Labette County.
- Designing and assisting with the installation of a large-scale wall mural for the LCC Library featuring the evolution of the Cardinal logo.
- Digitizing logos and artwork from scanned yearbooks and publications, which are now used for various LCC marketing and branding purposes.
- Designing graduation banners for the Admissions Department.
- Partnering with the LCC Public Relations class to develop designs for fundraising events.

3.0 Reflection on Current Curriculum

Please describe curriculum holistically, speaking specifically to the breadth, depth, and level of the discipline. Additionally, provide narrative on the coherence of the curriculum and the processes by which the program updates and keeps curriculum relevant.

Narrative:

GDT curriculum is designed to provide students with a comprehensive, structured, and evolving education in visual communication. It balances creative theory, technical skills, and career preparation, ensuring graduates are prepared for successful careers in graphic design and related fields.

The GDT program is structured to guide students from basic design principles to complex, professional-level work. Foundational courses introduce students to design concepts, creative thinking, and problem solving, while developing technical skills using industry standard software. Intermediate courses integrate project-based learning and critical thinking in the application of typography, color theory, and image composition. Advanced courses in animation, web design, packaging, and advertising focus on specialized skills that allow students to gain a well-rounded, competitive skill set.

To maintain relevance and meet industry trends, faculty regularly review curriculum as a result of input from the GDT Advisory Committee, industry professionals, employers, and alumni to ensure alignment with workforce needs. Frequent revisions include the latest tools, such as Adobe updates, AI-assisted design, and other evolving technologies. Faculty stay current through online training, webinars, conferences, and collaborations with industry partners.

3.1 Degrees and Certificate Offerings

List what degrees and certificates are offered and describe how the program curriculum supports other degrees and certificates awarded by the college (if applicable).

Narrative:

Labette Community College offers an Associate in Applied Science in Graphic Design Technology degree, which prepares graduates for entry-level employment in the field of graphic design or for transfer to a four-year university. LCC also offers a 27-credit hour Certificate in Graphic Design Technology, which provides students the skills necessary to enter the workforce after two semesters of coursework.

GDT curriculum supports the Associate in Arts degree with 6-credit hours of required coursework, and the Communication Department encourages taking GDT courses as general electives in order to strengthen knowledge and skills in digital and visual media. GDT courses are also taken as general elective courses for other non-majors, community members, and employees in non-traditional design positions that require design skills.

GRAPHIC DESIGN TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

The Graphic Design Technology Program provides a foundation in combining visual concepts with technology to communicate ideas through print and web applications. Program curriculum involves creative thinking and problem solving projects using traditional design skills and the latest in digital technology. Students will develop a comprehensive print and online portfolio of work in page layout, branding, typography, advertising, illustration, photography, photo manipulation, animation, and web design. Design your future today!

Credits Required: 60

General Advisor: Henri Wyland
620-820-1195
henriettaw@lafayette.edu

Major Advisor: Melissa Kipp
620-820-1126
melissak@lafayette.edu

Recommended Course Sequence

- SEM 1: GRAP 103, GRAP 107, GRAP 118, GRAP 202
- SEM 2: GRAP 120, GRAP 204, GRAP 206, GRAP 210
- SEM 3: GRAP 113, GRAP 128, GRAP 130
- SEM 4: GRAP 200, GRAP 208, GRAP 216

Graphic Design Technology courses are offered only once per year, therefore following the recommended course sequence is essential in completing degree requirements within a two-year period.

After Graduation

Students can obtain entry-level employment in the field of graphic design or prepare for transfer to a four-year university. Career opportunities include positions such as graphic designers, desktop publishers, illustrators, production artists, photographers, prepress technicians, web designers, and multimedia artists.

Concentration Requirements	42
<input type="checkbox"/> GRAP 103 Introduction to Graphic Design	3
<input type="checkbox"/> GRAP 107 Introduction to Desktop Publishing	3
<input type="checkbox"/> GRAP 113 Packaging Design	3
<input type="checkbox"/> GRAP 118 Typography	3
<input type="checkbox"/> GRAP 120 Color Theory	3
<input type="checkbox"/> GRAP 128 Digital Animation	3
<input type="checkbox"/> GRAP 130 Advertising Design	3
<input type="checkbox"/> GRAP 200 Portfolio Development	3
<input type="checkbox"/> GRAP 202 Digital Photography	3
<input type="checkbox"/> GRAP 204 Digital Illustration	3
<input type="checkbox"/> GRAP 206 Photo Editing Software	3
<input type="checkbox"/> GRAP 208 Website Design Software	3
<input type="checkbox"/> GRAP 210 Digital Page Layout	3
<input type="checkbox"/> GRAP 216 Graphic Design Print Media	3

General Education Requirement	9
English	
<input type="checkbox"/> ENGL 101 English Composition I	or
<input type="checkbox"/> ENGL 103 English Composition I with Review	3
General Education	
Choose any two classes	
<input type="checkbox"/> _____	3
<input type="checkbox"/> _____	3

General Electives	9
<input type="checkbox"/> COMM 101 Public Speaking <i>or</i>	
BUAD 110 Business Communications	3
<input type="checkbox"/> MATH 100 Intermediate Algebra <i>or</i>	
MATH 115 College Algebra	3
General Elective	
<input type="checkbox"/> _____	3

General Electives can be found on page 53
Statewide General Education Requirements can be found on page 56

GRAPHIC DESIGN TECHNOLOGY CERTIFICATE ACADEMIC CURRICULUM MAP

An academic map is a suggested two-year schedule of courses based on degree requirements. This sample schedule serves as a general guideline to help build a full schedule each term. Milestones, courses, and special requirements necessary for timely progress to complete a major are designated to keep you on track to graduate in two years.

This map is not a substitute for academic advisement—contact your advisor if you have any questions about scheduling or about your degree requirements. Also see the current academic catalog for a complete list of requirements and electives. Note: Requirements are continually under revision, and there is no guarantee they will not be changed or revoked; contact an advisor, the department and/or program area for current information.

First Year					
First Semester			Second Semester		
Course	Credit Hours	Notes	Course	Credit Hours	Notes
GRAP 103 Intro to Graphic Design	3		GRAP 120 Color Theory	3	
GRAP 107 Intro to Desktop Publishing	3		GRAP 200 Portfolio Development	3	
GRAP 110 Typography	3		GRAP 204 Digital Illustration	3	
GRAP 202 Digital Photography	3		GRAP 206 Photo Editing Software	3	
			GRAP 210 Digital Page Layout	3	
Total Hours	12		Total Hours	15	

General Electives can be found on page 53
Statewide General Education Requirements can be found on page 56

GRAPHIC DESIGN TECHNOLOGY

CERTIFICATE

The Graphic Design Technology Program provides a foundation in combining visual concepts with technology to communicate ideas through print and web applications. Program curriculum involves creative thinking and problem solving projects using traditional design skills and the latest in digital technology. Students will develop a comprehensive print and online portfolio of work in page layout, branding, typography, advertising, illustration, photography, photo manipulation, animation, and web design. Design your future today!

Concentration Requirements			27
<input type="checkbox"/>	GRAP 103	Introduction to Graphic Design	3
<input type="checkbox"/>	GRAP 107	Introduction to Desktop Publishing	3
<input type="checkbox"/>	GRAP 118	Typography	3
<input type="checkbox"/>	GRAP 120	Color Theory	3
<input type="checkbox"/>	GRAP 200	Portfolio Development	3
<input type="checkbox"/>	GRAP 202	Digital Photography	3
<input type="checkbox"/>	GRAP 204	Digital Illustration	3
<input type="checkbox"/>	GRAP 206	Photo Editing Software	3
<input type="checkbox"/>	GRAP 210	Digital Page Layout	3

Credits Required: 27

General Advisor: Henri Wyland
620-820-1195
henriettaw@labette.edu

Major Advisor: Melissa Kipp
620-820-1126
melissak@labette.edu

Recommended Course Sequence

SEM 1: GRAP 103, GRAP 107, GRAP 118, GRAP 202

SEM 2: GRAP 120, GRAP 200, GRAP 204, GRAP 206,
GRAP 210

Graphic Design Technology courses are offered only once per year, therefore following the recommended course sequence is essential in completing degree requirements within two semesters.

Student Organization

Throughout the year the Graphic Design Club holds seminars, workshops, and hosts guest speakers which would benefit students majoring in Graphic Design Technology. By joining the GDC, students have the opportunity to network with other individuals in the graphic design industry as well as provide community service through on campus activities and real world design projects.

General Electives can be found on page 88
Statewide General Education Requirements can be found on page 96

4.0 Faculty Success

Faculty success over the three-year comprehensive cycle should be highlighted in this section. The accomplishments can embrace academic achievement in the discipline, national or regional honors, campus activities that support student success, or other innovations, research, teaching, and community service.

Narrative:

Academic Service/Honors:

- Aesthetics Committee (2023 – Present)
- Institutional Assessment Committee (2011 – Present)
- Faculty Association Member (2009 – Present)
- Faculty Senate (2022 – Present)
- Graphic Design Club Sponsor (2008 – 2022, 2024 – Present)
- Numerous Hiring Committees (2008 – Present)
- 100-Year Celebration Committee (2022 – 2024)
- Canvas Pilot Team (Spring 2024)
- Parsons High School Graphic Design Advisory Committee (2010 – 2023)
- Designed the donor wall graphics and assisted with the dedication signage in the Zetmeir Family Athletic Complex (2022-2023)
- Collegiate Advertising Awards Silver Winner in outstanding website design for the 100-Year Celebration website. (2023)
- Artwork published in Beautiful Colors: The Posters of Duran Duran. (2021)

Professional Development:

- Adobe Digital Literacy Café: One Year Later: Exploring New Policies and Guidelines for Integrating Generative AI Across the Curriculum (08/2024)
- Adobe Digital Literacy Café: Student Showcase: Resume-Worthy Generative AI Projects (04/2024)
- Adobe Education Exchange: Certifying Adobe Skills in Your Classroom (03/2024)
- Adobe Digital Literacy Café: Designing & Assessing Generative AI Student Projects (03/2024)
- Adobe Digital Literacy Café: Generative AI Essential Skills & Student Learning Outcomes (02/2024)
- Adobe MAX: The Creativity Conference (10/2023)
- KCCTE Teacher Development Workshop: *Student-Led Graphic Design Business* (01/2023)
- Adobe Education Summit Virtual Conference (07/2022)

Community Service:

- Co-sponsor LCC Annual High School Art Competition, providing an opportunity for high school art and design students to showcase their talents and receive local recognition. (2008 – 2019, 2024 – Present)
- Judge Pittsburg State University Crimson Creative Awards (2022)
- Judge Southeast District Agricultural Communications Web Page Design Practicum (2021)
- Provide job shadow opportunities for area high school students and educators (2008 – Present)

5.0 Program Accomplishments and Reflection on Data/Trends

In this section, departments should highlight noteworthy program accomplishments over the three-year comprehensive cycle. Programs should also provide thoughtful reflection on the data provided on student success, attrition, completion, etc. Programs should also report on findings from course and program assessment data. Programs should also provide context of any trends in the data, as well as external trends that may have affected the data.

Narrative:

The Graphic Design Technology Department has demonstrated an increase in overall enrollment, most notably an 18% increase in enrollment from AY 2023 to AY 2024. First year courses (GRAP 103, 107, 118, 120, 202, 204, 206, 210) continue to have higher enrollment without the barriers of prerequisite courses, in addition to students in other majors enrolling as general elective courses.

Although second year courses (GRAP 113, 128, 130, 200, 208, 216) have maintained smaller but stable enrollments, attrition rates dropped to 0% for all second-year courses in AY 2024, and all but one second-year course in AY 2023. This can be attributed to the addition of course prerequisites, playing a crucial role in ensuring that students build the necessary foundational knowledge and skills before advancing to more complex coursework.

Student completion and success rates have increased overall the past three academic years as a result of targeted student advising sessions in conjunction with Advising Center grade checks. However, GRAP 202 Digital Photography has comparatively lower completion and success rates. This can be attributed to a larger percentage of non-majors enrolled in this course, who have demonstrated a lower response rate to intervention methods from faculty.

The number of degrees/certificates awarded has dropped slightly from AY 2022 (8 awarded) to AY 2024 (6 awarded), but placement rate for graduates increased significantly from 13% in AY 2022 to 60% in AY 2023. This could be due to more intensive student advising, goal setting, and career planning by program faculty.

Faculty workload continues to be problematic with one full-time faculty responsible for teaching 14 unique course preparations within a one-year period. Because of how rapidly software and industry trends evolve, faculty must continually update skills and revise course materials to ensure relevant industry practices are being taught. This makes it much more difficult for faculty to stay current in highly specialized technical areas of the industry.



Program Review Data Summary

Note: All Definitions of data pulled for this summary can be found in Appendix 1 of the Academic Program Review, Planning, and Development Handbook.

Program: Graphic Design Technology

Average Class Size, Completer Success, and Attrition

Year (AY dates)	Subject Prefix	Course Name	Total Enrollment	# of Sections	Average Class Size	% Student Completion	% Student Success	% Student Attrition	Student Credit Hours
2022	GRAP 103	Intro to Graphic Design	9	1	9	89%	89%	11%	27
2023			16	1	16	94%	93%	6%	48
2024			15	1	15	93%	100%	7%	45
2022	GRAP 107	Intro to Desktop Publishing	10	1	10	90%	90%	10%	30
2023			14	1	14	100%	100%	0%	42
2024			14	1	14	93%	100%	7%	42
2022	GRAP 113	Packaging Design	8	1	8	88%	88%	12%	24
2023			5	1	5	100%	100%	0%	15
2024			6	1	6	100%	100%	0%	18
2022	GRAP 118	Typography	8	1	8	88%	88%	12%	24
2023			7	1	7	100%	100%	0%	21
2024			12	1	12	92%	100%	8%	36
2022	GRAP 120	Color Theory	6	1	6	100%	83%	0%	18
2023			9	1	9	100%	89%	0%	27
2024			11	1	11	100%	91%	0%	33
2022	GRAP 128	Digital Animation	8	1	8	88%	88%	12%	24
2023			6	1	6	83%	100%	17%	18
2024			7	1	7	100%	100%	0%	21
2022	GRAP 130	Advertising Design	9	1	9	89%	89%	11%	27
2023			7	1	7	100%	100%	0%	21
2024			6	1	6	100%	100%	0%	18
2022	GRAP 200	Portfolio Devpt	9	1	9	100%	100%	0%	27
2023			5	1	5	100%	100%	0%	15
2024			6	1	6	100%	100%	0%	18
2022	GRAP 202	Digital Photography	12	1	12	92%	83%	8%	36
2023			8	1	8	88%	100%	13%	24
2024			18	1	18	89%	94%	11%	54
2022	GRAP 204	Digital Illustration	8	1	8	100%	100%	0%	24
2023			9	1	9	100%	100%	0%	27
2024			12	1	12	100%	100%	0%	36
2022	GRAP 206	Photo Editing Software	9	1	9	89%	89%	11%	27
2023			12	1	12	100%	100%	0%	36
2024			11	1	11	100%	100%	0%	33
2022	GRAP 208	Website Design Software	7	1	7	100%	100%	0%	21
2023			4	1	4	100%	100%	0%	12
2024			7	1	7	100%	100%	0%	21
2022	GRAP 210	Digital Page Layout	9	1	9	89%	89%	11%	27
2023			14	1	14	100%	100%	0%	42
2024			11	1	11	100%	91%	0%	33
2022	GRAP 215	Graphic Design Print Media	8	1	8	100%	100%	0%	24
2023			3	1	3	100%	100%	0%	9
2024			6	1	6	100%	100%	0%	18

Course Completion, Success, & Attrition by Location

Year (AY dates)	Location	Total Enrollment	# of Sections	Average Class Size	% Student Completion	% Student Success	% Student Attrition	Student Credit Hours
2022	Cherokee	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2023		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Online	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2023		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Main Campus	120	14	9	93%	93%	7%	360
2023		119	14	9	97%	98%	3%	357
2024		142	14	10	96%	96%	4%	426
2022	Concurrent	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2023		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Other (Ang. Off-campus, etc.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2023		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A

Declared Awards, Transfers, and Placements

Year (AY Dates)	# of Degrees/Certs Awarded	# of Graduates Transferring from previous AY year	% Placement Rate for Graduates (CTE Only)
2022	8	4	13%
2023	5	2	60%
2024	6	1	50%

Student Credit Hours by Faculty Type

Year (AY)	Number of Faculty		Student Credit Hours by Faculty Type				Total Credit Hours
	Full Time	Part Time	Full Time	% for Full Time	Part Time	% for Part Time	
2022	1	0	360	100%	0	0%	360
2023	1	0	357	100%	0	0%	357
2024	1	0	426	100%	0	0%	426

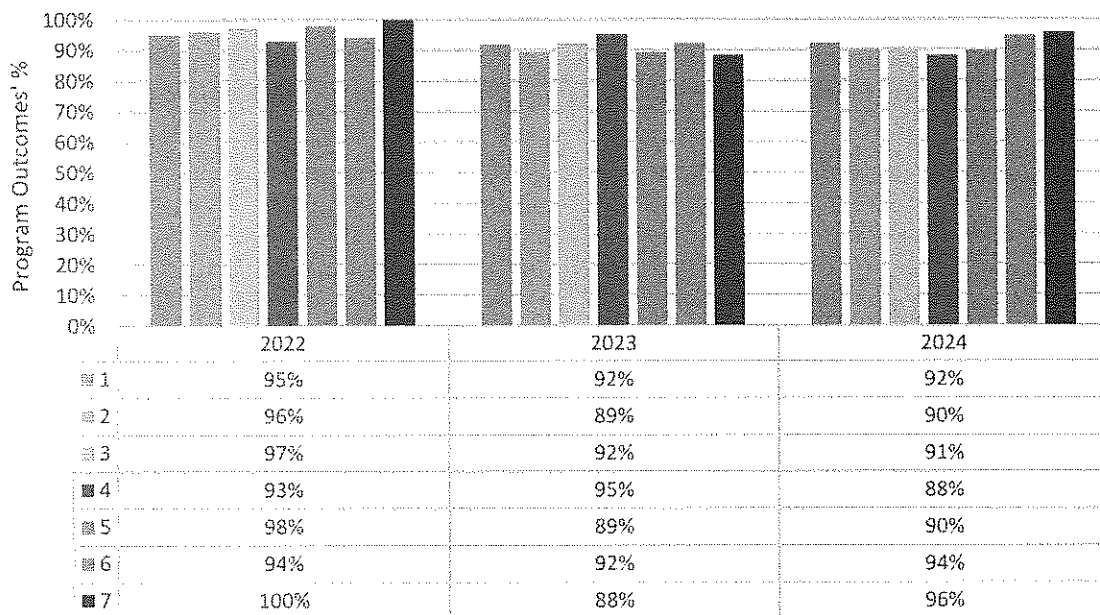
Faculty Name by Type for Most Recent Academic Year Full Time: Melissa Kipp

Part Time:

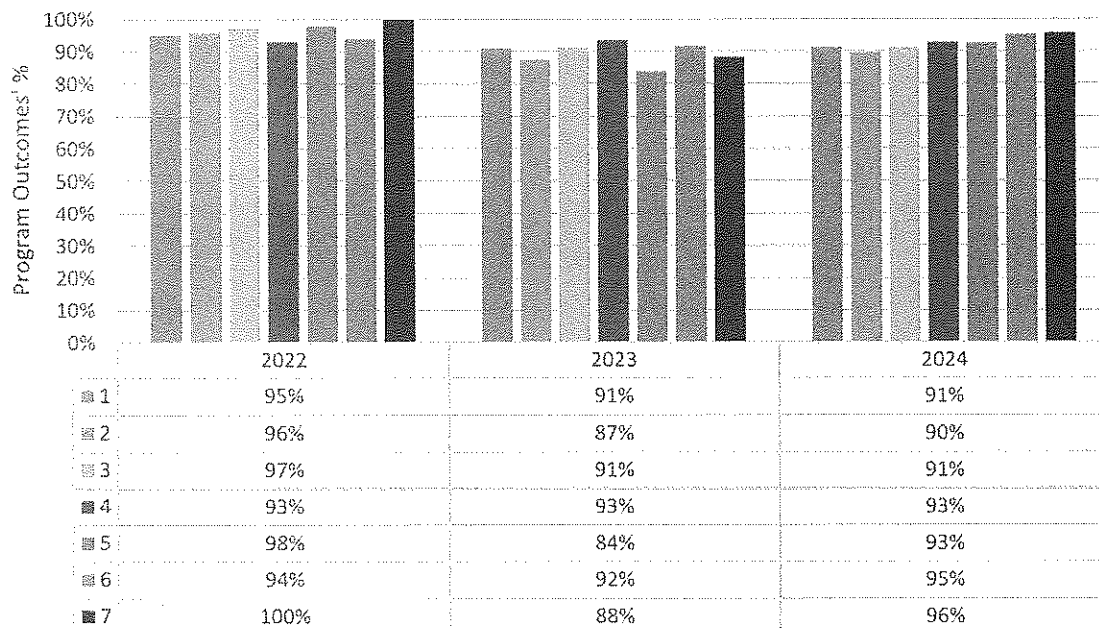
Graphic Design Technology Program Outcomes

1. Demonstrate a working knowledge of the design process through conceptualization, thumbnail sketching, storyboarding, roughs, and final comprehensives.
2. Create effective visual communication based on a solid understanding of the history, theories, and fundamentals of design.
3. Apply the critical thinking process to visual communication problem solving through identification, research, analysis, and generation of design solutions.
4. Employ effective file and time management skills in the production and organization of multiple project deadlines.
5. Understand and utilize appropriate tools and technologies to efficiently create, capture, and manipulate design elements in the preparation of a final product.
6. Develop the ability to evaluate, critique, defend, and support design concepts and solutions of self and others, both verbally and in writing.
7. Assemble and present a professional design portfolio, demonstrating craftsmanship in both traditional and digital formats, for the purpose of entering the job market.

Graphic Design Tech. AAS
Program Outcomes 2022-2024



Graphic Design Certificate Program Outcomes 2022-2024



1. What did you learn from this past data?

- Scores were significantly lower in 2023 compared to 2002
- Improvement is needed in the areas of file and time management with multiple project deadlines.

2. What did you NOT learn from this past data?

- Results of majors vs. non-majors
- The types of assessment utilized for each outcome.
- The reason why improvement is needed, which could stem from anywhere from instructional delivery to student motivation.

3. What do you hope to learn and do for this academic year?

- Work with the Graphic Design Advisory Committee to evaluate current assessment tools being utilized
- I hope that tools within the Canvas LMS will allow for better tracking and results.

6.0 Mission Alignment

Programs should indicate how the program's offerings align with the LCC mission: Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world.

Narrative:

The Graphic Design Technology Department directly supports Labette Community College's mission by:

- **Providing Quality Learning Opportunities:**
Program faculty strive for excellence in the classroom, focusing on student centered instruction which meets the needs of local business & industry. Assessment tools are utilized to evaluate the critical thinking, problem-solving, conceptualization, design process, time management, technical, and professional skills necessary for students to enter the job market.
- **Creating a Supportive Environment:**
Program faculty foster an atmosphere of encouragement and support through project-based learning and peer review, which mimics professional design workflows where critique and iteration are essential parts of the creative process. This collaborative learning space allows students to build trust and confidence in their work, improve communication skills through articulating design decisions, and develop stronger problem-solving skills.
- **Supporting Success in a Changing World:**
The GDT program prepares students for success in an ever-evolving creative industry by focusing on technical adaptability, industry relevance, and real-world experience. As technology, design trends, and workplace expectations continue to shift, the program ensures students remain competitive through flexible learning, skill development, and career preparation. Program faculty advocate the philosophy of continuous learning, facilitating a spirit and enthusiasm in lifelong learning.

7.0 External Constituency and Significant Trends

An important component of maintaining a superior program lies in awareness and understanding of other possible factors that may impact the program and/or student outcomes. After consideration of these other factors, program directors/faculty should document the relevant information within this section.

Program Advisory Committee:

The Graphic Design Technology Advisory Committee is comprised of area design professionals and educators. Committee members provide program recommendations to ensure GDT graduates are prepared to enter the workforce or transfer to a university. The committee also participates in an annual portfolio review, sharing their expertise with students to help prepare them for the demands of today's marketplace.

GDT Advisory Committee Members

Callie Carpenter	City of Parsons
Dana Eggers	Labette Community College, Information Technology
Hailey Hanzlick	KOAM News/Wright Signs
Roxie Howard	Labette Community College, Print & Graphics Services
Aja Johnston	Labette Community College, PR & Digital Media
Corey Wright	Wright Signs

Other External Constituencies:

The Graphic Design Technology department has an articulation agreement with Pittsburg State University, which allow credits to be transferred from Labette Community College toward a bachelor's degree in the field of graphic design.

Significant Trends:

Overall employment in arts and design occupations is projected to grow about as fast as the average for all occupations from 2023 to 2033. About 87,900 openings are projected each year, on average, in these occupations due to employment growth and the need to replace workers who leave the occupations permanently. <https://www.bls.gov/ooh/arts-and-design/home.htm>

The median annual wage for graphic designers was \$58,910 in May 2023.

Although employment of graphic designers is only projected to grow 2 percent from 2023 to 2033, overall employment of web developers and digital designers is projected to grow 8 percent from 2023 to 2033, faster than the average for all occupations. <https://www.bls.gov/ooh/computer-and-information-technology/web-developers.htm>

8.0 Program Vitality Assessment

Program faculty should use all available information to consider the category assignment which best reflects the program's current status and subsequent goals and anticipated action plans.

Vitality Category Chosen:

Category 2: Maintain Current Levels of Support/Continuous Improvement

Enrollment in Graphic Design Technology classes increased 18% from AY 2023 to AY 2024, and is anticipated to remain steady or increase with the addition of online/hybrid courses. Student class size in introductory level courses has been increasing as graphic design skills are often needed in other occupations.

Degrees/certificates awarded have been relatively stable, while placement rates have increased. Program faculty will continue retention efforts and goal setting with students to increase degree/certificate completion and placement.

9.0 Program Goals

Each program should set 1-3 short-term goals (will be completed in the next year) and 1-3 long-term goals (will be completed by next comprehensive program review). These goals should be SMART goals that can be reflected upon in the upcoming annual or comprehensive review.

Short-Term Goals:

All short-term goals from previous annual review have been completed.

1. Recruit 2 new industry professionals to serve on the Graphic Design Technology Advisory Committee beginning the Fall 2025 semester.
2. Identify adjunct faculty to teach at least one course per semester beginning the Spring 2025 semester.

Long-Term Goals:

All long-term goals from previous annual review have been completed.

1. Revise GRAP 128 Digital Animation into a Web and Motion Graphics course to better align with industry opportunities in marketing, advertising, and digital media by Fall of 2026.
2. Investigate offering a Web Design I & Web Design II course due to the depth and breadth of knowledge required in the field by Fall of 2026.

Agenda Item: IV.E.
Date: March 13, 2025

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the Board of Trustees' approval of all expenditures

BACKGROUND

Each month a listing of claims to be paid is presented to the Board for approval.

PRESIDENT'S RECOMMENDATION

The President recommends approval of the bills.

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

2/6/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139219	A T and T	Internet	11-6401-631-000	\$1,434.56	\$1,434.56
139220	Carly Nicole Beachner	2024 Tax Calculation Correction	11-6501-590-001	\$0.45	\$0.45
139221	April Bolinger	2024 Tax Calculation Correction	11-6501-590-001	\$1.05	\$1.05
139222		Textbook Reimbursement	12-1214-700-000	\$145.00	\$145.00
139223	Glee Clark	Reimburse Mileage - Oswego Courthouse	11-6201-601-000	\$21.00	\$21.00
139224	Commerce Bank	Rental Car Toll - Men's Basketball	11-5508-603-000	\$33.05	\$33.05
139225	Alexander J Coplon	2024 Tax Calculation Correction	11-6501-590-001	\$0.21	\$0.21
139226	Margaret M Doherty	2024 Tax Calculation Correction	11-6501-590-001	\$0.33	\$0.33
139227	Cynthia Dyson	2024 Tax Calculation Correction	11-6501-590-001	\$1.90	\$1.90
139228	Evergy Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$823.88	\$823.88
139229	Evergy Kansas Central INC	Electricity	11-7102-634-000	\$18,485.34	
		Electricity - WTC	12-4204-634-000	\$527.94	
		Electricity - Student Union	16-9482-634-000	\$899.54	\$19,912.82
139230	Lindi D Forbes	2024 Tax Calculation Correction	11-6501-590-001	\$4.57	\$4.57
139231	Lori Ford	2024 Tax Calculation Correction	11-6501-590-001	\$30.78	\$30.78
139232	Ralph Gouvion	2024 Tax Calculation Correction	11-6501-590-001	\$11.60	\$11.60
139233	Graves Foods	Supplies	16-9684-701-000	\$29.86	
		Credit - Supplies	16-9684-701-000	(\$64.51)	
		Supplies	16-9684-701-000	\$179.54	
		Food	16-9684-743-000	\$508.47	\$653.36
139234	Ross Harper	2024 Tax Calculation Correction	11-6501-590-001	\$1.09	\$1.09
139235		Textbook Reimbursement	12-1214-700-000	\$145.00	\$145.00
139236	Jason Hinson	2024 Tax Calculation Correction	11-6501-590-001	\$0.71	\$0.71
139237	Lauren L Holmes	2024 Tax Calculation Correction	11-6501-590-001	\$0.72	\$0.72
139238	Roxie Howard	2024 Tax Calculation Correction	11-6501-590-001	\$0.23	\$0.23

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

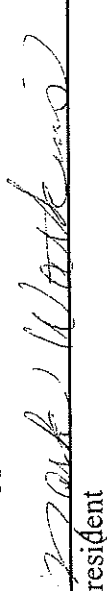
2/6/2025

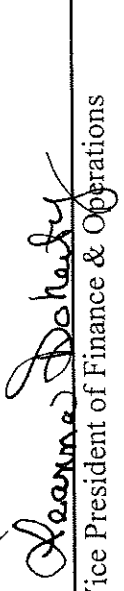
Check Number	Vendor	Description	Account		Total
			Number	Amount	
139239	Kansas Department of Health and Env	Wastewater Permit - Cherokee Cente	11-7103-649-000	\$185.00	\$185.00
139240	Kansas Gas Service	Gas Service	11-7102-633-000	\$1,021.92	\$1,021.92
139241	Aaron Keal	Reimburse Mileage - Baseball @ PSL	11-5506-601-000	\$55.30	\$55.30
139242	Melissa Kipp	2024 Tax Calculation Correction	11-6501-590-001	\$3.57	\$3.57
139244	Landauer Inc	Student Radiation Monitor Fee	12-1210-700-002	\$50.70	\$50.70
139245	Tim Jon Miller	2024 Tax Calculation Correction	11-6501-590-001	\$8.71	\$8.71
139246	Tracie D Moon	2024 Tax Calculation Correction	11-6501-590-001	\$14.54	\$14.54
139247	Ashley Moore	2024 Tax Calculation Correction	11-6501-590-001	\$2.66	\$2.66
139248	Mountain Plains Library Association	Membership Renewal - Scott Zollars	11-4101-701-000	\$65.00	\$65.00
139249	Cortney L O'Brien	Reimburse Mileage - Area HS Events	11-4209-601-000	\$63.00	\$63.00
139251	Ryan S. Phillips	2024 Tax Calculation Correction	11-6501-590-001	\$1.98	\$1.98
139252	Heidi E Schaaf	2024 Tax Calculation Correction	11-6501-590-001	\$1.49	\$1.49
139253	Jason L Sharp	Reimburse Flights - 2025 HLC Confer	11-4201-601-000	\$580.96	\$580.96
139254	U S Postal Service	BRM Permit Fee	11-6503-611-000	\$350.00	\$350.00
139255	U S Postal Service	BRM Annual Maintenance	11-6503-611-000	\$1,020.00	\$1,020.00
139256	Veritiv	Paper and Envelopes	11-6503-705-000	\$650.36	\$650.36
139257	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$427.09	\$427.09
		Blue Emergency Lights	11-6501-631-000	\$88.68	\$88.68
		Facilities Phone Charges	11-7102-649-000	\$203.41	\$203.41
139258	Haley Walker	2024 Tax Calculation Correction	11-6501-590-001	\$0.02	\$0.02
		Reimburse Mileage - KCCLL/Cowley C	11-6504-601-001	\$186.76	\$186.76
139259		Textbook Reimbursement	12-1214-700-000	\$145.00	\$145.00
139260	Mark Watkins	2024 Tax Calculation Correction	11-6501-590-001	\$159.66	\$159.66
139261	Wave Wireless	Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00
139262	Wex Bank	Rebates - January 2025	11-6502-720-000	(\$36.00)	(\$36.00)

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	2/6/2025		Total
			Account Number	Amount	
139262	Wex Bank	Fuel Purchases - January 2025	11-6502-720-000	\$330.16	\$294.16
139263	Trudy Yockey	2024 Tax Calculation Correction	11-6501-590-001	\$2.17	\$2.17
139264	Forbes-Hoffman Funeral Home	Memorial - Diane Evans	11-6102-709-000	\$50.00	\$50.00
				<u>\$28,923.45</u>	
		11-General Fund		\$26,356.91	
		12-Postsecondary Technical Education Fund		\$1,013.64	
		16-Auxillary Ent Fund		\$1,552.90	
		64-Deferred Maintenance		\$0.00	
		67-Capital Outlay		\$0.00	
				<u>\$28,923.45</u>	

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/13/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139265	B P Business Solutions	Gasoline	11-6502-720-000	\$543.53	\$543.53
139266	CPI Technologies, Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$137.83	\$137.83
139267	Crossroad Tours	Bus Trip - Baseball - Arkansas State	11-5502-601-000	\$874.20	
		Bus Trip - Baseball - Arkansas State	11-6502-720-000	\$2,014.80	
		Bus Trip - MBB & WBB - Johnson Cot	11-6502-720-000	\$2,094.00	
		Bus Trip - MBB & WBB - Hesston Coll	11-6502-720-000	\$2,253.00	\$7,236.00
139268	First Dakota Indemnity Company	Workman's Comp	11-6501-590-001	\$1,213.00	\$1,213.00
139269	Ross Harper	Reimburse Mileage - CCA Meeting/To	12-1205-601-000	\$205.80	\$205.80
139271	Kansas Department of Revenue	Bird's Nest Sales Tax - January	16-0000-216-001	\$148.64	
		Cardinal Cafe Sales Tax - January	16-0000-216-002	\$379.69	\$528.33
139272	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	\$818.00	\$818.00
139274	Kitchen Pass, Inc.	KACC Conference Meal	11-6101-701-000	\$1,019.60	\$1,019.60
139275	KJCCC	Softball Officials - Spring 2025	11-5509-680-000	\$5,656.00	\$5,656.00
139276	Office of the State Fire Marshal	Boiler Certification Fees	11-7102-649-000	\$90.00	\$90.00
139278	Rural Water District #5	Water Service - Cherokee Center	11-7103-632-000	\$12.81	\$12.81
139280	Sparklight	Cable Service	11-6401-631-000	\$218.64	\$218.64
139281	Touchtone Communications	Fax Lines	11-6501-631-000	\$134.06	\$134.06
139282	Haley Walker	Reimburse Meals - Ark City/KCCLI	11-6504-601-001	\$36.53	\$36.53
				<u>\$17,850.13</u>	

Checks approved for release prior to Board action

Mark Walker
President

Alanna Doherty
Vice President of Finance & Operations

11-General Fund	\$17,116.00
12-Postsecondary Technical Education Fund	\$205.80
16-Auxiliary Ent Fund	\$528.33
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$17,850.13</u>

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/21/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139283	April Bolinger	Reimburse Meal - NACADA Conf	11-5701-701-000	\$26.60	\$26.60
139284	City of Parsons	Water Service	11-7102-632-000	\$2,521.37	
		Water Service - WTC	12-4204-632-000	\$170.68	
		Water Service - Student Union	16-9482-632-000	\$171.75	\$2,863.80
139285	Energy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$334.55	
		Electricity - Athletic Expansion	11-7102-634-000	\$5,780.82	
		Electricity - Vehicle Lot	11-7102-634-000	\$89.55	\$6,204.92
139286	GFL Environmental	Trash Removal - Cherokee Center	11-7103-649-000	\$339.13	\$339.13
139290	Kansas Gas Service	Gas Service	11-7102-633-000	\$1,465.67	
		Gas Service - WTC	12-4204-633-000	\$562.20	
		Gas Service - Student Union	16-9482-633-000	\$291.64	\$2,319.51
139294	Tim Jon Miller	Reimburse - AHA & OAH Membership	11-4200-630-016	\$244.00	\$244.00
139295	Elizabeth R Robinson	Reimburse Meal - NACADA Conf	11-5701-701-000	\$25.27	\$25.27
139297	Regina L Williams-Decker	Reimburse - HECMA Membership	11-4208-681-000	\$50.00	\$50.00
139298	WoodRiver Energy LLC	Natural Gas Service	11-7102-633-000	\$2,900.41	
		Natural Gas Service - WTC	12-4204-633-000	\$1,133.25	
		Natural Gas Service - Student Union	16-9482-633-000	\$521.77	\$4,555.43
				<u>\$16,628.66</u>	

11-General Fund	\$13,777.37
12-Postsecondary Technical Education Fund	\$1,866.13
16-Auxillary Ent Fund	\$985.16
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$16,628.66</u>

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	2/27/2025		Description	Account Number	Amount	Total
139442	A T and T			Phone Service	11-6501-631-000	\$1,890.45	
				Phone Service	11-6501-631-000	\$147.41	\$2,037.86
				Internet	11-6401-631-000	\$1,098.30	
				Internet	11-6401-631-000	\$996.54	
				Internet	11-6401-631-000	\$1,580.95	\$3,675.79
139444	Amazon Capital Services			Into The Woods DVD	11-1109-700-000	\$57.82	
				Life-Span Development Loose Leaf B	11-4203-701-000	\$133.32	
				ICD-PX370 IC Recorder	11-4206-701-000	\$235.95	
				Kensington Book Copyholder	11-5303-701-000	\$7.79	
				Returned - Desktop Scanner	11-5304-701-000	(\$199.99)	
				SB Player Traveling Recovery Treatm	11-5507-701-000	\$135.26	
				Air Compression Boots	11-5507-701-000	\$399.98	
				Locker Room Supplies	11-5508-701-000	\$303.99	
				Headband Bow for Mascot	11-6301-701-000	\$9.99	
				External CD/DVD Drive for Laptop	11-6401-701-000	\$59.96	
				Compressed-Air-Duster-Mini-Blower-	11-6401-701-000	\$119.96	
				Employee Textbooks	11-6501-590-001	\$149.60	
				3m Red Dot Monitoring Electrodes (50	12-1208-646-000	\$11.90	
139446	Capital One			Yoga Supplies	12-4204-701-000	\$312.95	
				Supplies	16-9684-701-000	\$169.92	\$1,908.40
				Bird's Nest Concessions	16-9381-742-000	\$129.74	
				Food	16-9684-743-000	\$144.01	
				Food	16-9684-743-000	\$7.44	
				Food	16-9684-743-000	\$132.39	
				Food	16-9684-743-000	\$138.26	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

2/27/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139446	Capital One	Food	16-9684-743-000	\$288.36	
		Food	16-9684-743-000	\$129.83	
		Food	16-9684-743-000	\$156.51	
		Food	16-9684-743-000	\$157.46	
		Food	16-9684-743-000	\$188.84	
		Food	16-9684-743-000	\$109.90	
		Food	16-9684-743-000	\$8.76	
		Food	16-9684-743-000	\$46.68	
		Food	16-9684-743-000	\$59.76	
		Food	16-9684-743-000	\$97.79	
		Food	16-9684-743-000	\$259.72	\$2,055.45
139447	Commercial Bank	Loan 110221672 - Principal	11-6201-761-000	\$38,933.29	
		Loan 110221672 - Interest	11-6201-762-000	\$712.97	
139448	Elan Financial Services	SurveyMonkey - Annual Subscription	11-4202-701-000	\$372.00	\$39,646.26
		StickerMule - Cardinal Stickers	11-5302-701-000	\$598.50	
		Super 8 - Wrestling Team - Pratt, KS	11-5505-601-000	\$268.53	
		Super 8 - Wrestling Team - Pratt, KS	11-5505-601-000	\$710.82	
		PlatePay - OK Turnpk Tolls - MBB	11-5508-603-000	\$3.95	
		KCKCC - A Savage - Conference Reg	11-5701-701-000	\$45.00	
		Residence Inn - M Watkins - Topeka,	11-6101-601-000	\$139.03	
		Jenzabar - H Baker - JAM Registrar	11-6201-601-000	\$1,108.00	
		TaxBandits - KS/Federal Filing 1099s	11-6201-701-000	\$77.15	
		TaxBandits - 2024 941 Form Correctic	11-6201-701-000	\$23.80	
		TaxBandits - File Corrected W2 (98 ct	11-6201-701-000	\$181.50	
		TaxBandits - KS/Federal Filing W2 (3'	11-6201-701-000	\$639.60	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/27/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139448	Elan Financial Services	Skillshare - PR Subscription Renewal	11-6301-701-000	\$318.00	
		ID123 - Digital ID System Subscriptior	11-6401-701-000	\$3,523.80	
		Best Western - H Walker - KCCLI	11-6504-601-001	\$108.78	
		WSU - Labette CEDBR Reg - Harper	12-1205-701-000	\$56.50	
		APTA - CAPTE Workshop - J Sharp	12-1205-701-001	\$175.00	
		ACS - Stop the Bleed Kits for Sim Lab	12-1208-646-000	\$518.83	
		Walmart.com - Simulation Center Sup	12-1208-646-000	\$16.56	
		Walmart.com - Office Supplies	12-1208-700-000	\$130.95	
		Walmart.com - Advisory Committee ltr	12-1208-709-000	\$50.52	
		ProctorFree - Sono Proctored Exams	12-1214-700-000	\$224.00	
		TechSmith - Screencast Pro Subscripi	12-1214-700-000	\$99.99	
		NACTEI - 2025 Conf Reg - R Harper	12-1246-630-000	\$595.00	
		NACTEI - 2025 Conf Reg - M Coomes	12-4204-605-000	\$595.00	
		StickerMule - Fire School Stickers	12-4204-699-000	\$196.00	
		CareerSafe - OSHA Vouchers	12-4204-701-001	\$800.00	
		CareerSafe - OSHA Vouchers	12-4204-701-001	\$320.00	
		KS.gov - KDADS Fees	12-4204-701-002	\$20.50	
		KS.gov - KDADS Fees	12-4204-701-002	\$164.00	
		KS.gov - KDADS Fees	12-4204-701-002	\$184.50	
		KS.gov - KDADS Fees	12-4204-701-002	\$205.00	
		KS.gov - KDADS Fees	12-4204-701-002	\$164.00	
		Ozarks Coca-Cola - Bag in the Box Pr	16-9684-743-000	\$722.14	\$13,356.95
139450	Ross Harper	Reimburse Mileage - CNA CPR Class	12-4204-602-000	\$119.00	\$119.00
139451	Jason Hinson	Men's Basketball Travel - 3/3/2025	11-5508-601-000	\$350.00	\$350.00
139452	Theresa M Hundley	Reimburse - JAM 2025 Conf Registra	11-5303-601-000	\$749.00	\$749.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/27/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139454	Kansas Deans & Directors Association	2024-2025 Membership Dues	12-4204-701-000	\$100.00	\$100.00
139455	Kansas Gas Service	Gas Service - 1306 Main	11-7102-633-000	\$455.84	
		Gas Service - 1230 Main	11-7102-633-000	\$414.52	\$870.36
139456	Kelly D. Kirkpatrick	Reimburse Flights - JAM 2025/Nashvi	11-5701-701-000	\$409.96	
		Reimburse - JAM 2025 Conf Registra	11-5701-701-000	\$749.00	
		Reimburse Hotels - NACADA Conf	11-5701-701-000	\$1,712.88	
		Reimburse Travel - Hotel Parking	11-5701-701-000	\$47.00	
		Reimburse Meals - NACADA Conf	11-5701-701-000	\$199.74	
		Reimburse Mileage - NACADA Conf/k	11-5701-701-000	\$245.00	\$3,363.58
139457	KJCCC	Baseball Officials - Spring 2025	11-5502-680-000	\$8,640.00	\$8,640.00
139458	Landauer Inc	Student Fetal Monitor Lab Fee	12-1210-700-002	\$75.60	\$75.60
139459	Northeast Kansas Library System	Kansas Library Courier Service 2025	11-4101-701-000	\$645.00	\$645.00
139462	Ryan S. Phillips	Softball Travel - 3/31/2025	11-5509-601-000	\$750.00	\$750.00
139463	Ryan S. Phillips	Softball Travel - 3/27/2025	11-5509-601-000	\$750.00	\$750.00
139464	Ryan S. Phillips	Softball Travel - 3/17/2025	11-5509-601-000	\$500.00	\$500.00
139466	The Villas at LCC, LLC	Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$1,999.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$1,480.00	\$1,480.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	2/27/2025		Description	Account Number	Amount	Total
139466	The Villas at LCC, LLC			Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$1,536.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$2,516.00	
				Housing	11-0000-201-001	\$1,876.00	
				Housing	11-0000-201-001	\$1,738.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$2,516.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$1,087.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$1,799.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$1,868.56	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$2,516.00	\$69,599.56
139468	Roger Tobel			WTC Classroom - Materials & Labor	11-7102-649-000	\$20,000.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	2/27/2025		Account Number	Amount	Total
139468	Roger Tobel	WTC Classroom - Materials & Labor			12-1205-701-001	\$70,000.00	\$90,000.00
139469	Jeffrey Michael Vesta	Wrestling Travel - 3/5/2025			11-5506-600-000	\$3,000.00	\$3,000.00
						<u>\$242,192.81</u>	
	11-General Fund		\$164,109.50				
	12-Postsecondary Technical Education Fund		\$75,135.80				
	16-Auxiliary Ent Fund		\$2,947.51				
	64-Deferred Maintenance		\$0.00				
	67-Capital Outlay		\$0.00				
			<u>\$242,192.81</u>				

Checks approved for release prior to Board action

Mark Workman
President

Deanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/28/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139470	A Book Company	Employee Textbooks	11-6501-590-001	\$223.00	
		Financial Aid Books	16-0000-131-002	\$29,083.92	
		Returned Financial Aid Books	16-0000-131-002	(\$258.25)	\$29,048.67
139471	Ace Hardware, Inc.	Cables and Supplies	11-6401-701-000	\$114.15	
		Maintenance Supplies	11-7102-649-000	\$1.18	
		Maintenance Supplies	11-7102-649-000	\$23.99	
		Maintenance Supplies	11-7102-649-000	\$25.98	
		Maintenance Supplies	11-7102-649-000	\$50.52	
		Maintenance Supplies	11-7102-649-000	\$41.55	
		Maintenance Supplies	11-7102-649-000	\$25.98	
		Maintenance Supplies	11-7102-649-000	\$37.95	
		Maintenance Supplies	11-7102-649-000	\$15.99	
		Maintenance Supplies	11-7102-649-000	\$23.99	
		Maintenance Supplies	11-7102-649-000	\$45.58	
		Maintenance Supplies	11-7102-649-000	\$14.99	
		Maintenance Supplies	11-7102-649-000	\$171.89	
		Maintenance Supplies	11-7102-649-000	\$25.98	
		Fire School Supplies	12-4204-699-000	\$75.13	\$694.85
139472	Atlas Steel Products, Inc	Steel	12-1219-700-001	\$780.00	\$780.00
139473	BIO Corporation	Plain Starfish	11-1103-700-000	\$27.20	
		Shipping	11-1103-700-000	\$14.00	
		Squid	11-1103-700-000	\$23.60	\$64.80
139474	Blick Art Materials	Glazes, Hand Rollers, Charcoal Sticks	11-1101-700-000	\$820.73	\$820.73
139475	Bracker's Good Earth Clays, Inc	Freight	11-1101-700-000	\$275.00	
		B-Mix Cone 5 Clay (50 lb/box)	11-1101-700-000	\$360.00	\$635.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/28/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139476	ByWater Solutions	KOHA Support/Hosting Library ILS	11-4101-710-000	\$3,394.00	\$3,394.00
139477	C. D. L. Electric Co., INC	Main Plumbing Maintenance - Matera	11-7102-649-000	\$128.55	
		Main Plumbing Maintenance - Labor	11-7102-649-000	\$1,725.00	\$1,853.55
139478	Carolina Biological Supply Company	Earthworms (Lumbricus terrestris)	11-1103-700-000	\$12.96	
		Preserved Turtles, 5"+	11-1103-700-000	\$56.70	
		Preserved Grasshoppers, Plain	11-1103-700-000	\$8.19	
		Preserved Squid	11-1103-700-000	\$41.92	
		Formalin Preserved Sharks, 18 to 22"	11-1103-700-000	\$45.90	
		Mouse, Plain	11-1103-700-000	\$95.50	
		Preserved Pigs, Plain, 7"-11"	11-1103-700-000	\$113.40	\$374.57
139479	Cintas Corp	Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$109.88	\$109.88
139480	City of Parsons	Security 2/8 Game - B Malle	11-5506-576-000	\$126.32	\$126.32
139481	Credit World Services, INC	Student Account Collection Fee	11-0100-484-000	\$712.62	\$712.62
139482	Dave's Phone Service	Fire Panel Service Calls - Main & SSC	11-7102-649-000	\$270.00	
		Fire Panel Maintenance - Main Buildin	11-7102-649-000	\$1,905.98	\$2,175.98
139483	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$144.86	\$144.86
139484	Doyle Glass Co. LLC	Laminated Glass for PR Office Doors	11-7102-649-000	\$320.95	\$320.95
139485	Lisa Duncan	Consulting Services - PTA Program	12-1205-701-001	\$1,333.33	\$1,333.33
139486	Four State Maintenance Supply Inc	Toilet Bowl Cleaner	11-7102-702-000	\$205.90	\$205.90
139487	Graves Foods	Supplies	16-9684-701-000	\$420.70	
		Supplies	16-9684-701-000	\$61.20	
		Supplies	16-9684-701-000	\$258.74	
		Supplies	16-9684-701-000	\$76.80	
		Supplies	16-9684-701-000	\$128.82	
		Food	16-9684-743-000	\$577.98	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/28/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139487	Graves Foods	Food	16-9684-743-000	\$276.90	
		Food	16-9684-743-000	\$698.43	
		Food	16-9684-743-000	\$1,263.51	\$4,429.33
		Food	16-9684-743-000	\$666.25	
139488	Herring Bank	Printer and Terminal Leases	11-6401-701-000	\$384.00	\$384.00
139489	Herrman Lumber	Maintenance Material - Ceiling Panels	11-7102-649-000	\$116.64	\$116.64
139490	Hillyard/Springfield	Tissues and Paper Towels	11-7102-702-000	\$1,197.90	\$1,197.90
139491	Jarred, Gilmore & Phillips, PA	FY24 Final Audit Report	11-6201-663-000	\$9,000.00	\$9,000.00
139492	Jenzabar, Inc.	Jenzabar Pro Pool Services	11-5701-701-000	\$44,000.00	
		JFA Implementation Service	11-6401-646-003	\$185.00	
		LMS Implementation	11-6401-646-003	\$720.00	\$44,905.00
139493	Jock's Nitch/Parsons	Shipping - Baseball - Team Shirts/Shc	11-5502-701-000	\$62.00	
		Baseball - Adidas Woven Shorts	11-5502-701-000	\$945.00	
		Baseball - A4 Performance Shirts	11-5502-701-000	\$1,755.00	
		Baseball - The Game Fitted Hats (red)	11-5502-701-000	\$1,040.00	
		Shipping - Baseball - The Game Hats	11-5502-701-000	\$34.00	
		Men's Basketball - Gift Card	11-5508-701-000	\$50.00	
		Men's Basketball - Replacement Shoe	11-5508-701-000	\$110.00	
		Shipping - Softball - Dugout Jackets	11-5509-701-000	\$23.00	
		Softball - Team Dugout Jackets	11-5509-701-000	\$900.00	
		Softball - Logos for Team Gear	11-5509-701-000	\$42.00	
		Softball - Logos for Team Gear	11-5509-701-000	\$24.00	
		Softball - Coaching Shoes	11-5509-701-000	\$42.00	
		Shipping - Softball - Team Shoes	11-5509-701-000	\$78.00	
		Softball - Team Cleats	11-5509-701-000	\$1,426.00	

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	2/28/2025		Description	Account Number	Amount	Total
139493	Jock's Nitch/Parsons			Softball - Team Turfs for Turf Fields	11-5509-701-000	\$1,755.00	
				Softball - Adizero Batting Gloves	11-5509-701-000	\$1,365.00	
				Softball - Adidas Socks (3 colors)	11-5509-701-000	\$712.50	
				Softball - Replacement Belts	11-5509-701-000	\$150.00	
				Shipping - Softball - Practice Shorts	11-5509-701-000	\$49.00	
				Softball - Team Practice Shorts	11-5509-701-000	\$2,871.00	
				Shipping - Softball - Team Backpacks	11-5509-701-000	\$41.00	
				Softball - Team Travel Backpacks	11-5509-701-000	\$1,855.00	
				Softball - Rawlings NJCAA Balls (dz)	11-5509-701-000	\$950.00	
				Softball - Team Hoodies	11-5509-701-000	\$144.00	
				Softball - Team Sweats	11-5509-701-000	\$1,260.00	
				Shipping - Softball - Warmers/Visors	11-5509-701-000	\$42.00	
				Softball - BP Tops w/Embroidery	11-5509-701-000	\$924.00	
				Softball - Team Visors (red/blk/grey)	11-5509-701-000	\$1,026.00	
				Softball - Game Ear Warmers	11-5509-701-000	\$360.00	
				Shipping - Softball - Belts/Socks/Gloves	11-5509-701-000	\$43.00	
				Fire School Staff Sweatshirts	12-4204-699-000	\$192.00	\$20,270.50
139494	K L K C			January Advertising	11-6301-613-000	\$400.00	
				Video Stream Sponsor - HS	11-6301-613-000	\$200.00	\$600.00
139495	Kansas Outdoor Advertising			February Digital Billboard	11-6301-613-000	\$300.00	
				February Billboard Rentals	11-6301-613-000	\$725.00	\$1,025.00
139496	Labette Avenue			Enroll Today Display	11-6301-613-000	\$64.00	
				Enroll Today Display	11-6301-613-000	\$64.00	\$128.00
139497	Labette Health			CPR Cards for EMT Class	12-4204-701-002	\$37.50	\$37.50
139498	Marmic Fire and Safety Co Inc			Quarterly Inspection - Zetmeir Building	11-7202-648-000	\$506.98	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/28/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139498	Marmic Fire and Safety Co Inc	Quarterly Inspection - Athletic Comple	11-7202-648-000	\$279.99	\$786.97
139499	Marrone's Inc.	Supplies	16-9684-701-000	\$201.60	
		Supplies	16-9684-701-000	\$51.70	
		Food	16-9684-743-000	\$452.00	
		Food	16-9684-743-000	\$341.24	
		Credit - Bad Batch of Coffee	16-9684-743-000	(\$78.09)	\$968.45
139500	McCarty's Office Machines Inc	LXC3210K0 - Black	11-6401-701-000	\$180.24	
		LXC3210M0 Magenta	11-6401-701-000	\$205.34	
		LXC3210C0 Cyan	11-6401-701-000	\$205.34	
		LXC3210Y0 - Yellow	11-6401-701-000	\$205.34	
		LEXT650A11A - T650 Toner	11-6401-701-000	\$567.82	
		Lexmark T642 Toner	11-6401-701-000	\$559.76	
		Lexmark MS315	11-6401-701-000	\$952.24	
		Lexmark B2865 Toner	11-6401-701-000	\$983.97	
		MS 510 Toner	11-6401-701-000	\$523.28	
		Copy Usage - Print Shop	11-6503-648-000	\$321.98	
		Supplies	11-6503-701-000	\$246.20	
		Supplies	11-6503-701-000	\$269.95	
		Lorell Glass Dry-Erase Board (46.5"x46.5")	11-7102-649-000	\$299.00	
		Lorell Mesh Office Chair & Chairmat	11-7102-649-000	\$535.50	
		Lorell Double Cushion High Back Cha	11-7102-649-000	\$542.69	
		Lorell Glass Dry-Erase Boards (96"x48")	11-7102-649-000	\$1,400.00	
		Copy Usage - WTC	12-1219-700-000	\$4.82	\$8,003.47
139501	McGraw-Hill Companies	ALEKS 360 Access Codes	11-1124-700-001	\$4,500.00	\$4,500.00
139502	David Melchiori	Line Replacements and Repairs	11-6501-631-000	\$260.00	\$260.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/28/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139503	Mid America Sanitation	Portable Toilets - Softball Field	11-7102-649-000	\$100.00	
		Portable Toilets - Baseball Field	11-7102-649-000	\$100.00	\$200.00
139504	Midwest Tape, LLC	Hoopla Digital Charges - January 202	11-4101-710-000	\$110.27	\$110.27
139505	Napa Auto Parts	Gold Air Filter	11-5502-701-000	\$26.75	
		Toro Ignition Switch	11-5502-701-000	\$48.99	\$75.74
139506	P1 Service, LLC	Zetmeir Unit Maintenance - Materials	11-7102-649-000	\$1,385.55	
		Zetmeir Unit Maintenance - Labor	11-7102-649-000	\$276.00	
		Zetmeir Unit Maintenance - Materials	11-7102-649-000	\$1,645.23	
		Zetmeir Unit Maintenance - Labor	11-7102-649-000	\$276.00	
		Maintenance Agreement	11-7103-649-000	\$750.00	
		Maintenance Agreement	11-7202-648-000	\$6,071.00	\$10,403.78
139507	Parsons Chamber of Commerce	Banquet Dessert Dash	11-6301-709-000	\$25.00	\$25.00
139508	Parsons Lions Club	Dues - Jason Sharp	11-4201-681-000	\$50.00	\$50.00
139509	Parsons Sun	Shop Local Display	11-6301-613-000	\$72.00	\$72.00
139510	Presbyterian Manor	Background Checks	12-4204-701-002	\$237.60	\$237.60
139511	QueenB Television of Kansas/Missouri	January Advertising - KOAM	11-6301-613-000	\$500.00	
		January Digital Advertising - KOAM	11-6301-613-000	\$2,500.00	
		January Advertising - KFJX	11-6301-613-000	\$840.00	\$3,840.00
139512	Repetix, Inc	Diamond Add-On Devices	11-5502-701-000	\$1,750.00	
		GoRout Diamond Annual Fee	11-5502-701-000	\$1,100.00	
		GoRout Tablet	11-5502-701-000	\$300.00	\$3,150.00
139513	Roy's Auto Service, LLC	Vehicle Maintenance - PK3	11-6502-720-000	\$66.34	
		Vehicle Maintenance - RV28	11-6502-720-000	\$66.34	
		Vehicle Maintenance - RV29	11-6502-720-000	\$406.71	
		Vehicle Maintenance - MV40	11-6502-720-000	\$93.10	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/28/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139513	Roy's Auto Service, LLC	Vehicle Maintenance - RV29	11-6502-720-000	\$626.58	\$1,259.07
139514	Ruffalo Noel Levitz, LLC	Student Satisfaction Inventory Platfor	11-5701-701-000	\$2,625.00	\$2,625.00
139515	Drew S Schibi	Snow Removal - Main Campus	11-7102-649-000	\$1,400.00	\$2,400.00
		Snow Removal - Main Campus	11-7102-649-000	\$1,000.00	
139516	SCN Worldwide, LLC	Shipping	11-4202-701-000	\$23.63	
		Scantron Test Sheets (500/pkg)	11-4202-701-000	\$82.00	\$105.63
139517	Styers Equipment Company	Freight	11-6503-648-000	\$39.65	
		Transfer Belt/Waste Toner Box - SP136	11-6503-648-000	\$388.00	
		Cyan, Magenta, Yellow Toner - SP136	11-6503-648-000	\$1,395.00	
		Black Toner - SP1360	11-6503-648-000	\$314.00	\$2,136.65
139518	T & E Auto Sales and Service	Vehicle Maintenance - RV28	11-6502-720-000	\$57.51	
		Vehicle Maintenance - RV24	11-6502-720-000	\$57.51	
		Vehicle Maintenance - RV29	11-6502-720-000	\$64.44	
		Vehicle Maintenance - RV30	11-6502-720-000	\$78.29	\$257.75
139519	T H Rogers Lumber Company	Maintenance Materials	11-7102-649-000	\$28.94	
		Maintenance Materials	11-7102-649-000	\$128.92	\$157.86
139520	The Sherwin Williams Co	Painting Supplies	11-7102-649-000	\$115.25	\$115.25
139521	Thompson Bros. Supplies, INC	Tungsten and Collets for TIG	12-1219-700-000	\$51.00	
		Cylinder Refills (9)	12-1219-700-000	\$782.55	
		TIG Wire	12-1219-700-000	\$205.20	
		Acetylene Cylinders	12-1219-700-000	\$167.90	
		Flap Disc for Grinder	12-1219-700-004	\$69.60	
		Welding Supplies	12-1219-700-004	\$487.00	\$1,763.25
139522	UniFirst Corporation	Mats, Mops, Cloths	11-7103-649-000	\$59.91	
		Mats, Mops, Cloths	11-7103-649-000	\$59.91	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	2/28/2025		Description	Account Number	Amount	Total
139522	UniFirst Corporation			Mats, Mops, Cloths	11-7103-649-000	\$59.91	
				Mats, Mops, Cloths	11-7103-649-000	\$59.91	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$149.58	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$149.58	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$149.58	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$149.58	
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	\$1,057.96
139523	Uplink, LLC			Monthly Monitoring Fee	11-7202-648-000	\$45.00	\$45.00
139524	Vance Lawn Care, Inc			Snow Removal/Ice Control - Cherokee	11-7103-649-000	\$700.00	\$700.00
139525	Vietti Marketing Group			Jan Digital Marketing - ThunderBurst	11-6301-613-000	\$800.00	
				Jan Enrollment Campaign - Socials	11-6301-613-000	\$1,040.00	
				Jan Advertising - NBC Sports (SNF)	11-6301-613-000	\$70.00	\$1,910.00
139526	Mark Watkins			Reimburse Meal - Higher Ed Meeting	11-6101-709-000	\$10.55	
				Vehicle Expense	11-6501-590-001	\$900.00	\$910.55
						<u>\$173,017.13</u>	
				11-General Fund		\$134,150.05	
				12-Postsecondary Technical Education Fund		\$4,423.63	
				16-Auxillary Ent Fund		\$34,443.45	
				64-Deferred Maintenance		\$0.00	
				67-Capital Outlay		\$0.00	
						<u>\$173,017.13</u>	